

CURRICULUM VITAE

Meeta Madhukar Poyekar
Mobile: 9930160383, Email ID: meeta.poyekar@ymail.com

PROFESSIONAL STRENGTH

Ability to perform and deliver under high pressure and deadlines. Confident with positive attitude and likes to interact with people from all walks of life.

WORK EXPERIENCE(WNS)

- **WNS GLOBAL SERVICES LTD. (Airoli (W), Mumbai.) (Jan'16-Sep'21)**

Sr. Process Associate (Fare filing), 5 years and 8 months.

Pricing Analyst – Fare Loading & Distribution (Jan'16-Sep'21)
(Project – Pricing Support, Virgin Australia)

Senior Associate- Etihad Refund Team (July 2020-Nov 2020), Qantas Refund Team (Nov 2020-Dec 2020), Marque Project (May 21-Sep 21).

ACHIEVEMENTS

- **Operational Excellence** of the month (work Nov 16 to Feb 17) received for Mar 2017.
- **Operational Excellence** of the Corporate Project received for Oct 2019.

WORK EXPERIENCE(TCS)

- **TATA CONSULTANCY SERVICES LTD. Vikhroli (W) (Jul'11-Dec'15)**

Sr. Process Associate (Fare filing) 4 years and 5 months.

Pricing Analyst – Fare Loading & Distribution (Project – Pricing Support, SN (Brussels Airlines) / LPM (Lufthansa Airlines / MK (Air Mauritius).

ACHIEVEMENTS:

- Awarded “**PERFORMANCE LINKED REWARD**” (PLR) for **twelve times**.
- Star Performance of the month (SOM) for Dec 2011

WORK EXPERIENCE (SGS)

- **SUTHERLAND GLOBAL SERVICES (Mar'07-Jun'11)**

BPO – Officer, Quality checked and Shift Lead for the FDS (Project – Qatar Airlines).

SOFTWARE PROFICIENCY :

- Operating Systems : Windows, MS Office, Open Office.
- Reservation Systems : Amadeus (1A), Sabre(1S), Galileo(1G), ATPCO.

JOB RESPONSIBILITIES:

- Sum if, Sum ifs, count if, count ifs, Scenario, Goal seek, Data Table, Export & Import Data.
- Lookup (Basic Lookup, Hlookup, Vlookup), Pivot Table & Pivot Chart.
- Analysis data & Filtering, MIS Tracking with daily basis.
- Filing fares and coding the rule conditions.
- Category 25, Private & Public Fares file add-on's as per the requirements of the clients.
- Distribution of the coded Products to the various GDS's.
- Assuring quality and conducting checks on the coded products.
- Comprehensive feedback given to the Airline, concerning activities of other Airlines.
- Creating backups and grooming the staff for the next level through trainings.

INHOUSE TRAININGS & COMPUTER SKILLS

- MS-CIT (83%)
- Bachelor of Computerized Accounting (tally 6.3)
- Advance excel (2022)
- Working with assertiveness and Listening skills.
- Typing speed @ 30 w.p.m. (English-81%) & 40 w.p.m. (English-82%).
- Typing speed @30 w.p.m. (Marathi-73%)

EDUCATIONAL QUALIFICATION :

- Bachelor of Commerce from Mumbai University. (2010)
- H.S.C. from R.J.Thakur College, Thane, Pune Board.(2004)
- S.S.C. from Bharatratna Shrimati Indira Gandhi High School, Thane, Pune Board.(2001)

PERSONAL PROFILE :

Name	:	Meeta Madhukar Poyekar.
Date of Birth	:	30th November 1985
Nationality	:	Indian
Religion	:	Hindu
Marital Status	:	Single
Hobbies	:	Traveling, Listening to music
Languages Known	:	English, Hindi & Marathi
Address	:	Room No.3, Kasurde Chawl, Chaiti Nagar, Pada No.3, Near Santosh Patil Maidan, Lokmanaya Nagar, Thane (West) – 400606.

PERSONAL SKILLS:

Good problem-solving ability, sincerity, hard working, ability to deal with people diplomatically, willingness for more knowledge. I hereby declare that all the above information provided is true to that of my knowledge.

DATE :

PLACE : Thane

(MEETA MADHUKAR POYEKAR)