

CURRICULUM VITAE

Rutika Nandkumar Narule

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Career Objectives:

To get the challenging Position within an organization where I could use my skills more professionally and efficiently and seek as the challenging position.

5+ Year of Experience:

1. 7 Months of progressive experience as a Quality Analysis in Arjuna IT Solution.
(BPO Industry).
[Arjuna IT Solution, Baner, Pune (16th April, 2012 to 30th November, 2012)]
2. Cognizant Technology Solutions India Pvt. Ltd. as a Process Executive – Data
[Cognizant Technology Solutions India Pvt. Ltd. Pune (08th May, 2013 to 17th September, 2013)]
3. Matrix Business Machines Pvt. Ltd. as a Sales Coordinator.
[Matrix Business Machines Pvt. Ltd. Pune (09th December, 2013 to 3rd July, 2014)]
4. EXL Service India Pvt. Ltd. as a Customer Care Executive.
[EXL Service India Pvt. Ltd. Pune (7th July, 2014 to 20th October, 2014)]
5. Currently working in WNS Global Services Pvt. Ltd. as a Sr. Associate – Ops.
[WNS Global Services Pvt. Ltd., Pune (28th October, 2014 to Till date)]

Educational Qualification:

Degree	School/College Name	University	Year of Passing	Percentage
B.C.S	Y.C.I.S College of Science, Satara	Shivaji University, Maharashtra	2012	57.40%
H.S.C	Y.C.I.S College of Science, Satara	Shivaji University, Maharashtra	2008	52.67%
S.S.C	Kanya Shala, Satara	Shivaji University, Maharashtra	2006	56.40%

Extra Curricular Activities & Achievements:

Event Participated	Level of Participation	Achievements/Designation	Year
Poster Presentation	B.C.S. III	First Prize	2012

Typing Speed: Alphabetic - 30 + wpm.
Numeric - 40+ npm.

Key Skills:

- Hardware Technology, Basic Knowledge of Tally.
- MS-Word, MS-Excel, MS-PowerPoint.
- HTML, Web Technology.

Project Undertaken:

1. Arjuna IT Solution-

Project Name: Driver Log Reporting System, **Role:** Quality Analysis
Duration: From 16th April, 2012 to 30th November, 2012.

“Driver Log Reporting System” is a desktop application developed to help operator who makes driver logs & driver daily reports. Also makes quality checking tool for making accurately makes output. The implementation of this project increases the efficiency to develop driver logs graphs & make accuracy in log graph reports. This system provides types of CSV reports required by the driver log company.

Roles & Responsibilities:

- Analysis on client requirement & make training sections on operators.
- Create user friendly tips for entering log forms using this tool.
- Involved in unit & integration testing for all the modules.
- Served as the module lead involved in application & architecture design.
- Developing various CSV reports as per client requirement.
- Quality checking tool for making accurately makes output.

2. Cognizant Technology Solutions India Pvt. Ltd.

Project Name: Insurance Process

Role: Process Executive – Data

Duration: From 08th May, 2013 to 17th September, 2013

3. Matrix Business Machines Pvt. Ltd –

Project Name: Hardware & Networking,

Role: Sales Coordinator

Duration: From 09th December, 2013 to 03rd July, 2014.

Team Work: The spine of the organization taking care of the order processing, logistics, invoicing and client satisfaction reviews. Also support functions surpassing customer needs and expectations.

Roles & Responsibilities:

- Designing the infrastructure.
- Choosing the right vendors.
- Ensuring compatibility and scalability.
- Best Technology solutions within the specified budgets.
- Negotiating & placing orders with vendors.
- Integration of hardware & software applications.
- Managing the infrastructure for a specified period.

4. EXL Service India Pvt. Ltd. -

Project Name: Insurance Process
(Package Endorsement)

Role: Customer Care Executive
Duration: From 7th July, 2014 to 20th October 2014

5. WNS Global Services Pvt. Ltd. -

Project Name: Insurance Process
(Package Endorsement)

Role: Sr. Associate – Ops.
Duration: From 28th Oct, 2014 to till date

Currently, we are processing Insurance policies. There are two types of endorsements:

- (i) Non-Premium Bearing Endorsement
- (ii) Premium Bearing Endorsement

Roles & Responsibilities:

- Process policies as per client requests.
- Rush, Urgent, TAT polices are completed for a specified period.
- Achieving Daily Production Target.
- Maintaining the data of day-to-day transactions and reports with the complete details.
- Calibrated in Premium and Non-premium Bearing Endorsements and performing the quality audit of policies and finding the area of improvements.
- As per team requirements, doing internal audits for Premium and Non-premium Bearing Endorsements.

Personal Details:

Name : Rutika Nandkumar Narule.
Date of Birth : 27th October 1990.
Gender : Female
Marital Status : Single
Languages Known : English, Hindi, Marathi.

Hobbies : Painting, Listening Music.
Nationality : Indian
Permanent Address : 63 Paras Duplex, New Vikas Nagar, Khed, Satara 415003.
Temporary Address : Flat No. 201 Prathama SOC., S. No. 95/1B, Mahadev Nagar,
Hadapsar, Pune 412307.

Declaration:

I hereby declare that the given information is true to the best of my knowledge and ready to show evidence on request.

Date:

**Yours Faithfully,
Rutika Narule**