



MIS Expertise

Contact

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Address

Koparkhairne Navimumbai,
Maharashtra

Education

Master of Business Management

Pillai's institute of science and technology
Sep 2019 - Apr 2021

Bachelor of Banking and Insurance

Tilak College of arts science and commerce
July 2015 - April 2018

Skills

- MS Office
- Process Flows
- PowerPoint
- MS outlook
- Advance Excel
(VLOOKUP, HLOOKUP, PIVOT,
NETWORKDAYS, IFS)

Language

English

Hindi

Geeta Podala

MIS Executive

To excel in the field of Finance, Accounts by working in an aggressive team-oriented environment and to be a part of a vibrant organization on a long-term basis which provides opportunities for growth.

Experience

○ WILLIS TOWERS WATSON

MIS Executive

Feb 2023 - Current

Day-to-day & other Activities

- Updating the source data in portal.
- Quality check of updated data.
- Assigning tasks to team.
- Reconciliation of data and maintaining daily and weekly report.

○ HINDUJA GLOBAL SOLUTIONS

MIS Executive

Dec 2019- Feb 2023

Day-to-day & Other Activities

- Processing Data, Updating the Daily Data to Manager.
- Query resolutions of employees.
- Preparing Weekly and Monthly Reports.
- Provides the Training to Freshers.
- Mis Preparation & Reporting to Managers
- Teamwork allocation & Query solving Co-coordinate with Clients and maintaining the data

○ HILDA AUTOMATION

Accounts Executive

April 2019 - Nov 2019

Day-to-day & Other Activities

- Preparing invoices, Bank Guarantees Bank Reconciliation
- Maintaining Petty cash Preparing Insurance papers import/export Vehicle.
- Contacting with DSA for loans, Taking care of Loan Disbursement formalities. Co-coordinate with Clients and banks for Bank Guarantees

Strength and Capabilities

- Good adaptability with the Working Environment.
- Natural team player, good organizational, multitasking and time management skills and self-motivated, ability to produce best work result.

Additional Information

Profile Summary :

Specialization in Finance (Accounts & Payroll) over 3 years of experience in: Payroll Data Processing, Vendor Payments, MIS Preparing, Team management. Team size managed: 09 members.