

CURRICULUM VITAE

Naval Ramesh Waghela
J.J. Hospital Compound,
Cement Chawl "D" Block
2nd Floor Room No: 29
Byculla. Mumbai: 400 008.

Mobile: - 8291143394
Email: - navalwaghela111@gmail.com

PERSONAL DETAILS:

Name : - Naval R. Waghela
Father Name : - Ramesh L. Waghela
Date of Birth : - 29th July 1993
Marital Status : - Unmarried
Gender : - Male
Nationality : - Indian
Religion : - Hindu
Hobbies : - Playing football, Surfing Internet and Listening Music

EDUCATIONAL QUALIFICATION:

Course	University	Year of passing	Percentage
S.S.C	Maharashtra State Board	2010	48.73%
H.S.C	Maharashtra State Board	2012	48.67%

COMPUTER KNOWLEDGE:

- Ms-Office-Excel, Advance Excel & Word.
- Typing Eng. 30 wpm
- Mail Activities
- D.T.P
- Corel Draw
- Tally ERP 9.0
- Photoshop

LANGUAGES KNOWN

- English
- Marathi
- Hindi
- Gujarati

WORK EXPERIENCE

- COMPANY :- QS HOT DEALS (Ecommerce Company)
- DURATION :- 1 year
- DESIGNATION :- Assistant Operation & Logistic
- PLACE :- Navjeevan Society (Mumbai central)
- SALARY :- 12k (in hand) plus Incentive.

ROLE DEFINATION

Looks after overall D.T.P. work of the product

Also handles the Delivery Data of the pincode which is not serviceable.

Prepare the MIS for the pincode which are not serviceable and forward it to INDIA Post for the delivery.

Also connect with the customer to confirm if the product is received or not.

Maintain the Return Data of Products.

Maintain the Theft Data of the product and claim for the same.

WORK EXPERIENCE

- COMPANY :- St. George Hospital
- DURATION :- 1 year
- DESIGNATION :- O.P.D. Executive
- PLACE :- St. George Hospital (C.S.T.)
- SALARY :- 15k (in hand) plus Incentive.

ROLE DEFINATION

Provide the case Paper to the Ill people for concern Disease.

Also provide the Admission File to the Patience who are hospitalized.

Also provide the Discharge Report to the Patience who are discharged from the Hospital.

Also provide the Death Certificate of the Dead Body.

Also look after the Daily collection of the OPD and submit the report to RMO of the hospital.

WORK EXPERIENCE

- COMPANY :- Kissht Finance
- DURATION :- 07th May, 2018 to Till Date
- DESIGNATION :- Merchant Onboarding Executive
- PLACE :- Der Destuche Parkz (Nahur)
- SALARY :- 20k (in hand) plus incentive.

ROLE DEFINATION

Looks after overall Retail Operations for Consumer Durable Loan Approval Process and also Merchants Onboarding Process (Tie – Up)

- Merchant On-boarding (Tie-up) process.
- Prepares and share MIS (Merchant Onboarding Report) on daily basis for the assign cities.
- Verifying Merchant Documents from our end before processing it further for activation.
- Co-ordinates and Follow up with Retail Open Market Merchants as well as Retail LFR Stores for customer pending details and documents.
- Customer Eligibility Criteria
- Customer Verification Process
- Customer Cibil Status
- Documents Verification
- Financer Docket and NACH Approval Process
- Also handles escalation calls from Merchant Helpdesk Team for resolutions.

DECLARATION

I consider myself familiar with management aspects. I am also confident of my ability to work in a team. I here declare that the information furnished above is true to the best of my knowledge.

Place: - Mumbai

(Naval Waghela)

Date:-