

RESUME

Ajinkya R Rathod

Address: Kubera Park Bldg C-3 Flat No 19 Kondhwa Pune -411010

Contact: - 9923462677

Email- ajinkya.rathod@ymail.com

Career Objective: Seeking a competitive and challenging environment where I can serve organization and establish a growing career for myself.

Work Experience:

*Current experience : -

(4)Company Name-Sakon pvt Ltd.

Roles and responsibilities as Analyst,

Maintaining the inventory and raising flags in case of discrepancies.

Responsible for individual completion and follow ups.

Follow up and tracking of missing information critical to project completion.

Sending reports and documents to customers.

Investigating customer complaints. Using scanning terminals, and professional fixed asset tracking software. Performs audit and inventory reconciliations on a monthly basis for client in accordance with their contracts. Worker with team members and client to present and resolve all reconciliation issues as they arise.

Work Duration: 21st Jan 2019 to 31 March 2020.

(3)Company Name - Atidiv(Data Science)

Work in **Atidiv** as OBA (Online Business Analyst), Handleing MIS Data Management Information System. Handleing Team and resolving issues.

Work Duration: 03 October 2017 to 31 October.

(2)Worked in WNS as Customer Service Executive for travel business processes.ThomasCook.com. Handleing Customer accounts, live flight bookings,Amendment of Direct Debit account and booking cancellations. Extracting daily transaction reports, job monitoring and troubleshooting of the 24x7 production.

Work Duration: 02 March 2015 To 02 July 2017 (2.4 years)

*Previous Experience:

(1)Worked in Wipro as Customer Service Executive for 'Origin Energy' Australian based process.

Handling customer billings related issues like Electricity, Gas. Knowledge in handling SAP.

Work Duration: 21st November 2013 to 30 Nov 2014 (1 years)

Education Details:

*Deegree In B TECH Computer Science – First Class. (2010 To 2013)

*Diploma In Computer Science - First Class. (2007 To 2010)

*S.S.C - M.N.Dandeker Highschool Palghar Maharashtra State Board. Second class (2006 To 2007)

Certification and Courses:

*COMPUTER HARDWARE- MEDIA INSTITUTE OF MANAGEMENT AND MASS COMMUNICATION – 2009 A Grade

*MS-CIT - SOFT-TECH COMPUTERS – 2010 A+

*TALLY.ERP 9 PROFESSIONAL – 2011 A+

*Good knowledge of MS office. Advance Excel and Power Point.

Personal Information:

Date of Birth : 06/12/1986.
Sex : Male.
Marital Status : Single.
Father name : Ravindra Izac Rathod
Mother name : Veena Ravindra Rathod
Nationality : Indian.
Language Known : English, Marathi, Hindi

INTERESTS:

Listening to music. Interacting with People. Travelling to new places and going on treks.

ABOUT MYSELF

- Fast learner with Positive attitude towards Career.
 - Professional, Systematic and Objective oriented approach to work.
 - Ability to work independently, team player-attitude & self-motivated.
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Declaration : I hereby declare that all the above mentioned information given by me is true and correct to the best of my knowledge and belief.

Thanking you.

(Ajinkya R Rathod.)

Place : Pune.

Date :