Resume For Data Analyst/EDP/Stock/Back Office Co-Coordinator

**PERSONAL DETAILS** **Dattatray Sukdeo Bhalerao.**

Residential Address: 40/3A/1 Matoshri Bunglow, Ganesh Nagar,

Vijay Nagar, Darna Camp, Deolali Camp. Nasik

Mobile: +91 – 8149999579

Email ID: [datta1bhalerao@gmail.com](mailto:datta1bhalerao@gmail.com)

Skype ID: datta1bhalerao

Date of Birth: 29th September, 1984.

Nationality: Indian

**Career OBJECTIVE**

Analytical professional with 5+ years of experience in generating and analysing data reports for management. Strategic mindset that focuses on problem solving tasks and maintaining priorities on strict deadlines

**EDUCATION HISTORY**

May 2011 Computer Engineering from Aptech Education, Gangapur Road,

Nasik.

May 2007 T.Y.B.Com From Pune Uni. SVKT College. Nasik.

May 2004 12th Com from Pune Uni. with Second class.

May 2000 10th From Pune Uni. With Second Class

**WORK EXPERIENCE**

**EDP Head in Seva Automotive PVT LTD-Nexa Branch from Nov2015 to till Date.**

* *Handling & Manage stock of vehicle* (Allot/Deallot/Plan for dispatch the vehicle in FIFO / Payment base method), accessories and stationery, In-Out Materials.
* *Analyses on business productivity and Prepare MIS*, Target & Achievement Plan sheet & *Analyst* about the business and employee etc.
* *Handling & Manage dispatch* – prepare and order of vehicles & So On, Create dispatch Report, funds report.
* Guide to Sales Team about their achieve target.
* *Handling back office team* (we take care back office department, in terms of business activity)
* *Prepare all types of target & reports* (Daily, Weekly, and Monthly. Quarterly, Yearly etc.)

**Data Analysis, IT Head in Friends Enterprises for 3.5 Years (May-2012 to Jul-2015).**

* Maintain all PCs to well condition. Network Support, Network Handling & Maintenance, Customer Support, and handling Go AutoDial server. And maintain data in all process with quality.
* Reason for leave: company closed.
* *Also we have agency of TATA Telecom Verification agency, we handle the verification department as a team coordinator.*

**Data Analysis, Quality Head, IT Head in ACE Solutions Nasik for 2.1 years (Apr-2010 to May-2012).**

* Maintain all PCs to well condition, Network Support. Maintain data in all processes within quality & Data analysis.
* Reason for leave: Payment issue

**OTHER SKILLS AND CERTIFICATES**

**Computer Skills:**

* Microsoft XP applications (Word, Excel, Office, PowerPoint, Outlook, Access) –
* Hardware Networking.
* Windows XP, Windows 7, Windows 8 & 8.1, Windows 10.
* Basic knowledge of C#, Asp.net, Java, HTML, SQL.

**Language Skills:**

* English
* Hindi
* Marathi

**Other:**

* MSCIT in 2005

**PERSONAL COMPETENCIES**

* Ability to work in a fast-paced environment to set deadlines
* Excellent oral and written correspondence with an exceptional attention to detail
* Highly organised with a creative flair for project work
* Enthusiastic self-starter who contributes well to the team

**INTERESTS AND ACTIVITIES**

* Chess

**SALARY DETAILS**

* Last salary in Friends Enterprise Rs. 10000/-
* Current salary in Seva Automotive. Rs. 18,000/ plus incentive.
* Notice period : Actial notice period of Seva is 1 month but I will manage and ready to join within 7 days in the lockdown period

Dattatray Bhalerao.

Thanking You

Regards