

## SHREYA R. CHAVAN.



### Contact

📍 Today Empire CHS Apt,  
C - 503 , Sector- 25 Kamothe,  
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### Skills

Document storage & Management Appropriately 80%

Independently multiple Team handling & Co-ordination 80%

Basic SAP using 60%

Excel 80%

### Languages

English

Hindi

Marathi

### Interests

Blogging

Podcasting

Playing badminton

Drawing & Paintings ,Mehendi

### OBJECTIVE

To be part of the organization where I can put my best efforts and utilize my skill and knowledge gained throughout the period of my education and rendering my services with almost care and concern by being a key to an organization.

### EXPERIENCE

#### PNB Met Life Insurance

9 February 2024 - 30th July 2025

Senior Executive - Met Alternate Support (Direct reporting Director)

- \* Supporting HR Administrative role helping & managing organisational functions, collecting Personal data similarly family photos for the event management ,Co-ordination with HR for Requirements of roles hiring employees as budget wise .
- \* Maintain functional expenses Receipt and share it to the HR.
- \* Reimbursement filling in conveyance charges of domestic taxi travelling monthly basis .Also providing individualise tasks as required to — Associate Director
- LOGIN & PLACING REPORT: To showing on daily basis how many policies has been login and placing on daily basis with delta.
- PPT WISE REPORT: To showing how many policies are ulip and traditional policies has been login in on daily basis.
- 13th & 25th Month Persistency delta report: To showing TM and above delta.
- Pending cases files data: coordinated with central team for pending cases data and sent to every Zonal head and TM and take a remark of every case and sent to the central team.

- Sending TM/CM/RH/ZM above overall PAN India Pending cases taking follow-ups.
- Sharing Customer Meeting Report how many new leads has been increases on daily basis send to everyone for lead updation.

### **Reliance Retail - RCP (Mumbai)**

January 2020 - June 2022

MIS Executive

To prepare daily, monthly & weekly reports —

\* Maintained Vendor's Data at relevant location agreement between vendors and companies GTC and NDA and give to the notification to the buyers.

\*Scan any related documents and digitalised. Ensuring all files are store appropriate manner.

•DOCUMENT STORAGE REPORT: Verifying all the product development docs, Supplier database & maintaining all the data in drive.

ZDMS REPORT: To Prepare the Purchase order data, summary & verifying those PO'S in System.

• PRICE CHANGE HISTORY REPORT: To prepare a data on monthly basis of price fluctuation of the product.

• SUPPLIER WISE GRN REPORT: To prepare a data on monthly basis of GRN amt of vendors.

## **TATA AIA Life Insurance**

27 November 2022 - 29 May 2023

MIS Executive

. KPI REPORT: This report is showing that how much Agents, Leader & employees Performance showing the team wise similarly Team DOA, SDOA ADOA.

- RIDDHI REPORT: This report is showing how many Agents, Leader & employees adoption report on daily basis.

- OUTLOOK REPORT: Same as above adoption report on daily basis.

- Also providing individualize tasks as required to — AVP.

- Its all related to the applications that Agents, Leader & employees facing any application issues taking follow-ups from them once in a month.

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## **EDUCATION**

### **MAHARASHTRA BOARD**

2012-2013

S.S.C

69%

### **BIRLA COLLEGE OF COMMERCE, KALYAN.**

2014-2015

H.S.C

54%

### **Joshi Bedekar college of commerce**

2018-2019

BACHELOR OF MANAGEMENT STUDIES

53%

### **Welingkar institute of management**

2020-2021

PGDM from — Business Administrator

66%

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## **DECLARATION**

I hereby declare that the information furnished above is true to the best of my knowledge. Name: Shreya chavan.

