

Mangesh C. Bodke

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Subject: Application for Quality Analyst Role

Dear Hiring Manager,

I am writing to express my interest in the Quality Analyst position in your organisation.

With over 15 years of experience across operations (finance, banking, telecom), performance management, KPI management, stakeholders management, process optimization and improvements, people management and improvement.

My career journey reflects a consistent focus on measurable improvements, data driven insights and operational excellence qualities, I believe align well with the requirements of your business.

In my current role at Tech Mahindra Business Services, I have applied Six Sigma principles to improve process accuracy, reducing operational errors by ~25% and enhancing compliance scores by ~20%. By introducing automated reporting dashboards, I streamlined reporting efficiency by ~35% enabling leadership to make faster and more informed decisions. My collaboration with QA teams also resulted in reducing repeat process errors by ~15%.

Previously as an Assistant Manager at Steria India Ltd, I led automation initiatives that reduced manual reporting efforts by ~40% and successfully shortened month end close cycles by 30%. I also directed a team of over 35 members, implementing KPI driven performance reviews and supporting large scale ERP migrations(Oracle 11i to R12) without data loss. These experiences sharpened my ability to blend quality assurance practices with operational leadership.

What excites me about the Quality Analyst role is the opportunity to leverage my Six Sigma Green Belt expertise, financial reporting background and analytical skills to contribute toward continuous improvement and quality excellence. I am particularly passionate about using data and root cause analysis to deliver sustainable solutions that not only fix problems but also prevent them from recurring.

I would welcome the chance to discuss how my background and achievements can contribute to focus on quality and operational efficiency.

Looking forward discussing the opportunities to work closely with you to achieve the business goals.

Sincerely,

Mangesh C. Bodke

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Portfolio: <https://mangeshcbodke18.github.io/portfolio/Index.html>