

## NARESH NAMDEO VICHARE

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### Professional Forte

Since Dec'2021

COVERFOX INSURANCE BROKING PVT.LTD.

MIS Executive

#### ROLE AND RESPONSIBILITIES FOR MAPPING TEAM:

##### Mapping Task :-

- Car Mapping
- Two Wheeler Mapping
- Bus Mapping
- RTO Mapping
- GCV Mapping

##### Database Update/Integration: -

- Add New Launches Car
- Add New Launches Bike
- Add New Launches Bus
- Add New Launches Truck
- Add New RTO's

##### Reports Preparation:-

- Daily Sales Report
- Weekly Feed file Repot

##### Sales Request Response:-

- Resolve Sales team queries on mail
- Co-Ordinate with sales team

### Work Experience

From April'19 To Nov'2021

Synergistic Financial Networks Pvt Ltd

Operation Executive

##### Responsibilities:

- Good Knowledge in Acquiring
- Good Communication & Co-ordination skills.
- Flair Analytical skill & a team player.
- Handling all mails queries related to MPOS various device (Installation/Deinstallation/Service call etc.)
- Maintaining Daily MIS.
- Coordinating Installation/Deinstallation/Service call with a team of 25 Mumbai service engg.
- Verifying the on boarding KYC document of HUL merchant.
- Ensure to be done all work within TAT.
- **Organization 3** -PLADA INFOTEC Services PVT LT D as a Backend Executive from 12 Dec 2016 to March 2019(Working in the premises of YES BANK for the NEFT process with a team of 6 members & Supervising the Onboard merchant acquires. Also, maintaining MIS & Handling escalation.)

- **Organization 2** -Angel broking as a collection Executive\_

**Organization 1** - Nitranjan Jagtap & Company (Advocate & Notary) as an Office Assistant from April 2012 to Jan 2014

#### Academic Forte

**2016** B.Com from Mumbai University with 1<sup>st</sup> Class  
**2013** 12<sup>th</sup> from Maharashtra Board with 2<sup>nd</sup> Class  
**2011** 10<sup>th</sup> from Maharashtra Board with 1<sup>st</sup> Class

#### IT Skills

- Possess knowledge of M S office – Word, Excel & PowerPoint
- TALLY. ERP9
- Done Advance Excel in year

#### Personal Dossier

**Date of Birth:** 11<sup>th</sup>Mar 1995

**Language Known:** English, Hindi & Marathi

**Address:** Ganesh Darshan Co. Op. Soc Room No 5, Ganesh Nagar, Golibar Road, Ghatkopar West Mumbai - 400086

#### Hobbies

- Listening music, Reading

#### Qualities for Professional career

- Good grasping power
- Willingness to know and learn new things
- Can maintain cordial relation with everybody
- Ability to deal with people diplomatically
- Hardworking professional
- Never give up attitude

I hereby declare that the above information provided by me is true to best of my knowledge.

**Date:**

**Place:** Mumbai

**Naresh Namdeo Vichare.**