**NARESH NAMDEO VICHARE**

**Mobile: 7208875353**

**E-Mail: vicharenaresh1103@gmail.com**

**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 1St Class

**2013 12th** from Maharashtra Board with 2nd Class

**2011 10th** from Maharashtra Board with 1St Class

**IT Skills**

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

**Personal Dossier**

**Date of Birth:** 11thMar 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.**