

Vaishali Sumit Wayal

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OBJECTIVE STATEMENT

Seeking Opportunities to work with challenging and growth oriented firm where talent & skills are recognized & molded further.

EDUCATIONAL QUALIFICATIONS

Bachelor of Commerce (2017)

IT SKILLS

- Well conversant with Microsoft Office, Microsoft excel 2010 and MS Access, DTP, Internet Browsing.
- Typing certificate English 30Wpm.

EXPERIENCE

- Current Organization : Reliance Industries Ltd, working as MIS Executive, Duration :- Aug. 2017 to till date.
- 2 and half year of experience as Back Office Executive at Vertex Customer Solution India Pvt.Ltd. (Navi Mumbai)
- 2 and Half year experience as Data Entry Operator at OEC Record Management (Navi Mumbai)

ROLE

Application Lead for Landmark Open Well's Data Management System

JOB PROFILE

- Oil & Gas business : Petroleum well drilling data population into standard industry application called Open Wells.
- Open Wells New wells creation
- Open Wells Data checking, loading
- Data Export and import and conversion
- Data Archival/Retrieval

- Data transfer across third party applications
- Data trouble shooting
- File management
- Data QC and Backup

Previous Organization

Vertex Customer Solution India Pvt.Ltd.

Job Profile :

- Working On Sim Card Activation Process.
- Do the **KYC** of Postpaid, Prepaid and Airtel money forms & approved for activation of sim card and account opening of airtel money.
- Handling Mail's and Escalation received from Our Company And client of our (Airtel)
- Online form filling work and activated sim in a TAT.
- Co-ordination with different departments (MIS Team/Airtel Money Auditor Team)
- Escalation of calls as and when required as per the matrix provided to us internally as well as externally.
- To maintain a healthy relationship with the all retailer and client (Airtel Employee)
- Communicating and follow up with manager & retailers through Mails & Phone...
- Data Entry Of Forms in software and also work on MIS reports.
- Maintaining Database in Excel.

TRAININGS & EXTRACURRICULAR ACTIVITIES

- Training for "Landmark Open Wells" application data handling in 2017 from operator Reliance Industries Limited
- Trained about the Oil & Gas Business process and different data types.

STRENGTHS

- Challenging ability to grasp easily, flexible and good sense of humor.
- Highly committed and involved in any assignment that I take up.
- Good Communication and Leadership Skills.
- Punctual
- Always a Positive Thinker
- Willingness to learn & accept failure to restart again more rigorously.

PERSONAL DETAILS

Date of Birth 11/07/1988

Nationality	Indian
Gender	Female
Marital Status	Married
Language Known	English, Hindi, Marathi
Hobbies	Reading, Drawing
Address	Room no. 4, Vijaylaxmi Apt., Near Santoshi Mata Mandir,
Kala Talao,	
	Kalyan (W)
	Pin code – 421302

Declaration

To seek a challenging career with a responsible job profile that will give me an opportunity to exhibit and upgrade my skill consistently to the utmost satisfaction of the organization and self.

Date :

Yours Faithfully,

Place :
Wayal)

(Vaishali Sumit