

RESUME

LAXMAN B SAWANT

C/o Address	Plot No 102, A-Wing, 1 st floor, Aishwarya Residencies, Behind Polaris Hospital, Datta Mandir Road, Wakad Pune-57
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OBJECTIVE:

In pursuit of challenging assignments that would facilitate the maximum utilization and application of my broad skills and expertise in making a positive difference to the organization.

WORK EXPERIENCE:

JOB PROFILE COORDINATOR

AS ON 1 AUG-2018 TO TILL DATE

- MANAGE VENDOR PAYMENT SOLUTION PROVIDER. WORK WITH VENDOR PAYMENT PROVIDER AND CARRIERS TO MANAGE MONTHLY CARRIER PAYMENT, REPORTING AND ANALYSIS FUNCTIONS
- ANALYZES AND RESOLVES WORK PROBLEMS, OR ASSISTS COLLEAGUES WORKERS IN SOLVING WORK PROBLEMS
- MONITOR & REVIEW DAILY IMPROVEMENT METRICS IN AN ONGOING EFFORT TO IMPROVE PROCESSES; IMPROVE DRIVER KNOWLEDGE & IMPROVE CUSTOMER SATISFACTION
- WORK CLOSELY WITH OPERATIONS MANAGEMENT TO FACILITATE MEETING REVENUE TARGETS EACH MONTH. COORDINATE OUTPUT WITH HEAD OFFICE STORE MANAGER
- ESTABLISH AND DEVELOP EXCELLENT CLIENT RELATIONSHIPS WITH EQUIPMENT SUPPLIERS AND WORK TO DEVELOP PRODUCTS UTILISING CUSTOMER FEEDBACK
- PROVIDE INPUT TO SERVICE DELIVERY MANAGER REGARDING CALL PERFORMANCE AND PART REQUIREMENT PERFORMANCE.
- DAILY CALL REPORT SHARE WITH ENGINEERS & DOING WORK FROM ENGINEERS
- DAILY COMMUNICATE WITH ENGINEERS & CUSTOMER FOR CALL REGARDING & PART REQUIREMENT.
- PART DEMAND FROM HO AND DELIVERY WITH CUSTOMER ADDRESS SENDING WITH COURIERS.
- MAINTAIN WITH CUSTOMER & COMPANY GOOD COMMUNICATION
- MAINTAIN SLA CALL .
- GOOD KNOWLEDGE FOR VENDOR MANAGEMENT
- MAINTAIN FOR DAILY VENDOR CALL TARGET ACHIEVING FORMULA USING ENGINEERS.

Bank Name: - Shri Chatrapati Rajarshi Shahu Urban Co-op Bank Ltd, Beed.

job Profile :- Sr. Clerk

Job Description :- I was handling various tasks that include Financial, personnel, Interest and accounts administration, Security and many more. responsible for opening and closing of customer accounts.

- keep track of interests involving those due on savings account customers and interests owed to the bank on loans and other investments.
- responsible for creating monthly balance sheets for checking customer account activities. Balance sheets reflect the transactions done over the last month.
- organize information about currently running Loans.
- are responsible for maintaining security of confidential transactional data. They keep track of various bonds, investment documents and other confidential data.
- Besides these basic clerk job profiles, bank clerks also do other administrative tasks such as data entry, typing customer letters and other important tasks.
- Date :- April 2012 to Sept 2013

Credit societie Name: - jai bhavani nagari sahakari patsansta Aurangabad.

Job Profile :- account assitant

Job Description .

- Has good understanding of domain, multiple technology frameworks, executed several medium to large sized projects, and handled multiple projects/teams in onsite/offshore execution model including contracts and project specific service level agreements (a.k.a SLAs).

- To establish and develop an execution framework, which fits the strategic direction and enables to meet its growth targets [annual / quarterly] that have been projected for the account in conjunction with the Delivery manager.
- Responsible for efficient/effective project delivery within specified cost, timeframe, & quality thru very good project management & implementation of other best practices in the industry.
- To identify, allocate and manage resources required in fulfilling the business plans in terms of delivery & customer expectations.
- Planning and driving project delivery and bottom line target achievement thru constant monitoring of the execution, health, and exception tracking and handling of projects.
- To provide both technical & business guidance to the execution team, resolve internal/external escalations, resource planning, skills building, & manage team feedback/performance management.
- Accountable for establishing a customer service culture within the team in order to maximize the potential for delivering quality products and services.
- To provide account specific status reports to Delivery manager.
- Liaison with Onsite Engagement Managers for Customer Relationship Management.
- Interpersonal skill, Counseling/ motivating team and addressing their concerns.
- Date :- Jan 2007 to Jan 2010

COMPUTER LITERACY:

Proficient in MS-Excel, MS-word, MS-PowerPoint, Tally and Internet web based application.

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|---------------------|-----------------------------------------|
| • Languages | C, C++, VB6.0, Core Java, Advanced Java |
| • Operating Systems | Windows Vista/7/8 |
| • Web Technologies | HTML |
| • Database | SQL, PL-SQL |
| • Typing Skills | English/Marathi 40/30 WPM Dec 2012 |

EDUCATIONAL QUALIFICATION:

Exam	School/College	University / Board	Year	Marks
G.D.C & A	Aurangabad	Pune	2011	55.00%
M.C.M	R.S.I.M Aurangabad	Aurangabad	2010	67.42%
M.Com	L.B.S.Partur	Aurangabad	2006	65.00%

PERSONAL DETAILS:

Date of Birth :	5 TH Dec 1983
Languages Known:	English, Hindi and Marathi.
Nationality:	Indian
Hobbies:	Web Browsing, Travelling & Explore new things etc
Marital Status:	Married
Permanent Address	At,Pimpri bk.Tal.Selu,dist,parbhani

DECLARATION:

I hereby declare that the particulars given herein are true to the best of my knowledge and belief. If any of this information is found to be false or incomplete I will be responsible for it.

Yours Sincerely,

Laxman B Sawant

