

# **CURRICULUM VITAE**

**Name:** Yogesh Narayan Pyata  
**E-mail:** yogeshpyata7@gmail.com  
**Phone:** +919834309863

## **CAREER OBJECTIVE**

---

To be a constant desire to learn, I want to be in a global organization, which challenges my skills and creativity and gives me an opportunity to contribute positivity to the growth and success of the organization.

## **PROFESSIONAL EXPERIENCE**

---

December 2017 till June 2019 working as a **Senior Process Specialist** with **Principal Global Services**. My job profile is calculating and evaluating DB plans in US Retirement Income Solutions also transferring, withdrawal and maintaining funds for US clients in Finance section.

- Complete calculations and process transactions to create and maintain computerized retirement plan records, for customers, within established timing and quality standards.
  - Providing high quality of work with a strong customer orientation along with timely completion of transaction based on the turnaround agreed on the request type.
  - Updating participant's personal info as well as their salary deferral, investment choices, beneficiary details, account details and other important info provided by client into our system.
  - Consult available resources including technical documentation, computer system application help features, co-workers and subject matter experts to perform daily tasks. Make suggestions for improvements in procedures.
  - Provide process improvement ideas and implement those within and outside the team. Suggest methods to update, simplify, and enhance processes, procedures, and technologies
  - Utilizing typical systems which include Principal work-flow software, Principal financial record keeping software, participant and sponsor facing websites and other business applications as necessary.
  - Identifying the calculation related system issues and fixing the same within the defined timeliness and accuracy standards.
-

Overall 3.5 years of experience as a Admin Assistant at **UPS Logistics Private Limited**, Cyber city Magarpatta, Pune since May 2014 till November 2017.

- Started working with Payment Processing Team (AR)
- Updating trial balance database.
- Updating Overpays and Partial pay database.
- Reporting work and Bad debts resolution.
- Service charge on Suspense accounts.
- Working in overpays team for processing the payments.
- Training to new joiners in the team
- 2580 CC Exceptions TYPE 17 Exceptions IVR Exceptions PAYPAL Exceptions.
- Help ACH, Whole check and PRO team when required.
- Auditing the overpays process
- Preparing Add A Line report of overpays team for the out shore managers
- Part of JPMC (AR) team during the migration of applications
- I was selected to work with GSR project
- Which is recalculating the refund amount which company is supposed to pay to high valued customers.
- Got the appreciation for the work contribution in quick time.
- Given process improvement ideas for ERS team to reduce work time.

## **ACHIEVEMENTS**

---

- Spark of brilliance award for multiple times in 3 years
- Mentor for 4 people from PGS Pune & US, from the starting of their training.
- Mentoring team members in Quotes and Benefits in Retirement domain
- Twice awarded Best Performer for the month, Nominated as a Rising Star of Year
- Got competency card's in accounts receivable team for Team Work, Integrity, planning & Organizing and Brand Promise

## **KEY SKILLS**

---

- Prioritizing important tasks and ensuring they get done first and get done properly
- Proficient use of relevant software applications - Word, Excel, PowerPoint etc.
- Improving product quality, customer communications and staff cooperation.
- Able to work in a busy, fast moving and target driven production environment.
- Committed to promoting fair equal opportunities in the workplace at all levels.
- Always willing to step in and help out work colleagues who are struggling.
- Willing to challenge current methods of work and to then identify, recommend and implement practical improvements.
- Time management
- Reliability

## **OTHER TEAM ACTIVITIES**

---

- Active member for all activities in the team
  - Conducted error review and learning for overpayments team
  - Conducting session on fun and learn for the team
  - Arranging outings for team
-

## EDUCATIONAL QUALIFICATION

---

Examination	University	Year of passing	Aggregate
MCA	Mumbai University	2014	59%
BCA	Bharti Vidyapeeth University	2010	56%
H.S.C.	Maharashtra State Board	2007	49%
S.S.C	Maharashtra State Board	2005	62%

## PERSONAL VITAE

---

**Date of Birth** : 12th October 1989

**Current**

**Address** : A-26 Nigade nagar, lane 1, near Andra bank, B.T Kawade road,  
Ghorpadi, Pune - 400001.

**Languages** : English, Hindi, Marathi, Telugu.

**Nationality** : Indian

**Gender** : Male

**Marital Status** : Married

I hereby declare that above information and particulars are true and correct to the best of my Personal knowledge and belief.

Place:

Date:

(Yogesh Pyata).

---