

MANOJ MANDLIK

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About Me

I have work experienced in Banking, Financial, Insurance and IT industry. My ambition is to work in a growth oriented & learning environment to enhance my skills, knowledge and experience effectively and efficiently towards the growth of the organization. I am willing to learn new skills and techniques.

Personal Information

Date of Birth : 20 October 1980

Place of Birth : Mumbai

Gender : Male

Marital Status : Single

Professional Experience

Datamatics Business Solutions Limited

Knowledge Associate (Work From Home)

May 2018 - Present

Job Profile:

- Utilize various search engines like Google, LinkedIn to research data about the given entities.
- Input searched data into centralized Web based application.
- Ensure to provide researched data within given timeline.

CMS IT Services Pvt. Ltd.

Customer Support Engineer

September 2014 - February 2018

Associate Technical Engineer

November 2012 - August 2014

Client Site: Bharati AXA Life Insurance Co. Ltd.

Job Profile:

- To act as a single point of contact for RLS system (AS/400 based ERP application)
- Provide support to PAN India Branches and business users.
- Ensure RLS system related issues are reported to the client team members and resolved by them.
- Coordination with IT_HELPDESK team to troubleshoot the application issues.
- Database mapping for data extraction as per business requirement by using SQL400.
(SELECT, WHERE, DELETE. Tests: EQ, RANGE, LIST, LIKE)
- User management: Coordination with Service Desk Team for User ID Creation, Provide new rights to existing users, Deletion of User ID, Enable & Reset user id profile.

- Coordination with Regional support and Operation team for monthly plans and major technical issues related to AS/400 ERP application.
- Perform pre-defined tasks on daily basis as defined by the client (new tasks would be added as and when clients decides).
- Take own initiatives for automate manual processes.
- Take new handovers from the client counterparts when needed.

JP Morgan Services India Pvt. Ltd.

Team Member

November 2009 - December 2011

Job Profile:

- Extraction of data from the invoice statements received from client's in image form.
- Reconciliation of client's data against database and makes corrections if any.
- Processing of data for 15 different global clients.
- Prepare Daily and weekly job reports and share same to the Team Leader.

ICICI Securities Ltd.

Data Entry Operator

February 2006 - May 2009

Job Profile:

- Data Entry of new Trading & Commtrade a/c forms as per the Policy & Process set by the company for INFOPOOL system.
- Verification of input data with manual forms sent by centers with INFOPOOL system and data download from INFOPOOL to DEPOSIS system.
- Scan signatures and upload the same in DEPOSIS system.
- Verify PAN numbers with concerned websites.
- Scrutinize the AOF according to the KYC norms / Guidelines & NSDL Rules.
- Segregate the AOF as Accepted & Rejected and makes Excel of both category of forms, and attach a sheet having the lot number, date and count.
- Refer all Rejected AOF back to branches for rectification along with MIS.

Indian Express Newspapers (BOM) Ltd.

Computer Operator

October 2002 - October 2005

Job Profile:

- Part of Fixed Deposit cell in account department.
- Record keeping of new & renewal application forms received through courier, post and dispatch dept.
- Collection and record keeping of cheques received along with application forms, and send it to the bank for deposit.
- Resolve customer queries through telephone as well as by e-mails.
- Coordination with team for distribution of refund & interest cheques to the customers.

- Distribution of application forms to the client, branches & vendors.

Education

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|--|---------------|
| Bachelor of Commerce | May 2008 |
| Commercial University Ltd., New Delhi | Marks 59.83% |
| 12th / HSC | February 2000 |
| Maharashtra Board, Mumbai, Maharashtra | Marks 43.00% |
| 10th / SSC | March 1997 |
| Maharashtra Board. Mumbai, Maharashtra | Marks 41.46% |

Professional Qualifications and Affiliations

- Diploma Certification of COPA (Computer Operating & Programming Assistant) from Bombay ITI.
- Course of Hardware & Networking from CMS Computer Pvt. Ltd. (Non-Certificate).

Computer Proficiency

- Windows XP, Windows 2007,
- Proficient in Microsoft Word, Excel and Outlook 2007 & 10.
- Basic Hardware & Networking knowledge
- Basic Knowledge of AS/400 software & System I Navigator

Skills

- **Willingness to learn** new technique, process and desire to expand my current skill set.
- Always seeking new information and **keeping up to date** with current requirements.
- **Analytical ability** means that problems can be understood and overcome quickly and efficiently.
- Average typing Skills.

Languages

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|---------|-------|
| Marathi | ●●●●● |
| Hindi | ●●● |
| English | ●●● |

Declaration

I, Manoj Mandlik, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

Mumbai, Maharashtra.

Manoj Mandlik