

CURRICULUM VITAE

AMIT ANANT KASARE

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CAREER OBJECTIVE:

To reach up to a position where I can have a valuable contribution towards the growth of my organization and continuously upgrade my knowledge.

EDUCATION QUALIFICATION:

- S.S.C. in Passed (47.60%) with II class in March 2003 Maharashtra state board.
- H.S.C in (48.33%) Passed with II class in Feb 2005 Maharashtra state board.
- T.Y.B.Com in (52%) passed with II class in April 2008 Mumbai University.

COMPUTER SKILLS:

- Ms-Office & Ms-Word (Advanced Ms-Excel)
- Basic of Macros
- Typing Speed @40 wpm

WORK EXPERIENCE:

1) State Bank Of India - (**Data Entry - Contract**) - 16th May 2009 To 30th Aug 2011

- Sbi Customer Form Filling in Software
- Customer Photo & Signature Edit to Photoshop
- Exact Match in Data CM & Data Entry

2) Hansa Cequity Pvt Ltd - (**Mis Executive**) - 26th Sept 2011 To 31st Dec 2014

- Client Mahindra & Mahindra Resort Data Cleaning .
- Prepared Daily, Weekly & Monthly Performance Status Reports
- Handling Multiple Reports working with Formulas V-lookup, H-lookup, Pivot, Countifs, Sumifs, Match, Date Formating, Concatenate
- Reviewed History of Current Reporting

3) Genesis Business Consultancy Pvt Ltd - (**Back Office Executive**) - 08th Jan 2015 To 31st May 2016

- Receiving & Downloading Data different Sources and formatting data using by Excel (Cheque & Cash Recon)
- Count Tally with First Half & Second Half
- Ensure Deliverables Daily, Weekly & Monthly Mis Reports are Prepared to Bank Recon Requirements
- Follow up with Bank Recon Teams for Required Data

4) S2 Infotech International Pvt Ltd - (**Mis Executive**) - 15th June 2016 To 31st July 2019

- Receiving All Client Leads (Icic Bank, Yes Bank, Paysense, Realince, Aditya Birla) by Mails to Uploaded in CRM
- Releasing MIS On Weekly Basis All over Pan India
- Handling Multiple Reports , working with formulas Pivot, vlookup, hlookup, Countifs, sumifs, Data formatting
- Co-ordinating with All Teams
- All Client Send to Daily Submission Reports & Summary
- Responsible for All Types of Reports updating in CRM
- Mailing Query Solving in clients

PERSONAL DETAILS:

Date of Birth : 7th July 1987

Address : B/13, Lokmanya Tilak Nagar, Golibar road, Patel
Nagar, Santacruz (E) Mumbai 400055

Gender : Male

Marital Status : Married

Hobbies : Tennis, Listening Music & Cricket

Languages Known : English, Marathi and Hindi.

(AMIT ANANT KASARE)