

NARESHKUMAR HASEJA

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Executive Profile:

Management professional with 12 years' experience seeking for a good position where I can develop my skills and work better for the profit of the company. I have good managerial skills and effective knowledge of the business operations.

Personal details:

Nationality: Indian
Date of Birth: 08th March 1980
Passport No.: R3632695
Expiry Date: 12th September 2027
Languages known: English, Hindi, Sindhi, Gujarati & Marathi
Marital status: Married

Education:

Qualification: Bachelor of Commerce
College: K. J. Somaiya College of Science & Commerce
University: Mumbai, India
Major: Taxation & Investment analysis and Portfolio Management (I.A.P.M)
Graduation Year: 2001

Qualification: Post Graduate Diploma in Event Management (PGDEM)
Institute: National Institute of Event Management (NIEM)
Graduation Year: 2003

Skills:

- Quality & Performance improvement
- Workflow optimization
- Cost reduction & revenue gain
- Vendor negotiation
- Risk management
- Performance management

Professional Qualification:

- Working knowledge of MS office
- Worked on applications like SAP, SFDC, SharePoint, Siebel & WQM

Hobbies:

- Travelling
- Music
- Cricket

Work Experience:**Company: Guru Kripa Enterprises**

Spearheaded by Mr. Pawan Daryani as its Partner, Guru Kripa Enterprises is one of the top firms in the field of Super-stockists for FMCG with multiple brands such as Veeba, Mogu Mogu, Apis Honey, Tatva Health & many more. Majorly catering to Mumbai, Rest of Maharashtra & Goa regions and supplying goods to 100+ distributors.

Duration: July 2016 – Till date.

Designation: Logistics Manager

Work Profile:

- Warehouse operations handling – Stock management & Delivery management
- Handling the dispatch of FMCG within Mumbai, Rest of Maharashtra & Goa regions
- Daily coordination with local Transporters & Courier vendors and track the dispatched goods
- Making MIS reports for Purchase, Sales, Inventory & Receivables
- Preparing Action Taken Reports (ATR) based on review of MIS reports
- Physical stock checking on a weekly basis
- Manage ageing of stock, receivables and payables on a monthly basis
- Visiting stakeholders to build relationships and identify additional requirements & resolve issues if any
- Relentless focus on Cost optimization

Company: Radius Developers – An Associate of the Wadhwa Group

Mr. Sanjay Chhabria as its Managing Director, Radius Developers is a modern take on Mumbai's Real Estate. Team Radius is a blend of professional flair and entrepreneurial passion. Mr. Sanjay Chhabria is a renowned and respected member of Mumbai's real estate fraternity and Radius is his independent foray into real estate. Radius is an outcome of the succession plan at the Wadhwa Group where Mr. Sanjay Chhabria led the business as a Managing Director for over a decade.

Duration: April 2015 – July 2016

Designation: Assistant Manager – Sales MIS & Sales Operations

Work Profile:

- Efficiently managing a team and ensuring team development, coaching and knowledge which ensures continuous improvement in our day-to-day processes
- Created Single pager Cost Sheets across all projects. Received appreciation from the senior management for this initiative
- Trained & Implemented the Pre-Sales & Sales process functions on Sales force tool and to train the entire Sales team on the same
- Publishing Timely & accurate monthly Business intelligence reports on the Sales activities across sites
- Proactive approach towards fulfilling all requirements towards site / management / all third party stakeholders
- Creating & stabilizing entire CP registration & Brokerage payment process along with educating all the external stakeholders on the same
- Completed SFDC UAT successfully & currently also working as an SFDC Admin for entire Sales vertical
- Provide best support during launches of new projects including team & vendor management

Company: Lodha Group

Established in 1980, the Lodha Group is Mumbai's premier real estate developer. The Group is currently developing over 35 projects in and around Mumbai, from Napean Sea Road to Dombivli. The Group has further extended its promise of luxury living with successful projects in Hyderabad and Pune.

Duration: February 2012 – December 2014.

Designation: Associate Manager – Operations & MIS (Sales)

Work Profile:

- Ability to look through processes and suggest efficiency enhancing ideas beneficial to organization and/or stake holders
- Exhibit a forthcoming attitude to volunteer for project activities and walk the extra mile for the organization and/or stake holders
- Resolve / Support Sales and customer care queries with regards to Process / policies / discounts / special schemes during the Launches
- Proactive approach towards fulfilling all requirements towards site / management / all third party stakeholders
- Ensuring team development, coaching and knowledge of continuous improvement processes
- Understand the approved structure and proactively highlight the deficiency in the structure to respective strategists which would result in smooth functioning
- Ability to prioritize and deal effectively with a number of tasks simultaneously
- Do Parameter checks and release brokerage as per the TAT decided by the management
- Time to time performance review of Brokerage release
- Highlight / raise concerns and provide inputs with regards to Incorrect Process / miscommunications to Site Heads and Strategists
- Provide best support during launches of new projects
- Maintain and improve relations with external stake holders
- Adhere to the processes been set and be able to provide solution to escalation emails / calls

Company: Accenture (Accenture Human Resources Services)

Accenture's Human Resources Management service helps clients to not only reduce HR costs, but also improves the delivery of an HR strategy and enhances employee satisfaction with HR management.

Duration: April 2007 – September 2009 & August 2010 – January 2012

Designation: Team Leader

Have worked as a Subject Matter Expert for US client (Best Buy) and handled payroll for almost 2 years from April 2007 – Feb 2009. Thence worked as a Team Leader with UK Client (Carillion) and handled their Operation metrics till September 2009. End-to-End payroll + handling all types of Operational metrics reporting including Accuracy Control Charts, Pareto Charts, Volume Trend analysis, Productivity & Utilization reports, Process Improvement, Root cause analysis, etc.

Work Profile:

- Timely and accurate reporting & maintained highest level of accuracy during processing payroll transactions
- Completed service requests for Payroll and resolve issues within service level agreements
- Shared knowledge and experience with new team members
- Prepared daily work schedules to ensure appropriate coverage as per SLA
- Assisted and monitored workload to ensure target achievement
- Worked with onshore when there is a change/addition in the Payroll process
- Distribution of workflow and deploying available staff based on priority
- Real time checks on the work done by the employees

Company: Countrywide Financial Corporation International (CFCI)

CFCI is a financial service company with over 35 years of service and one of the widest selections of loan program. Countrywide loan services loan for residential properties. CFCI is one of the largest service providers of real estate loan portfolios in United States. Mortgage loan servicing for others is an important part of the company's focus on business.

Duration: December 2005 – November 2006.

Designation: Process Associate

Work Profile:

- Involved with servicing of the Mortgage Banking customers of United States of America
- Responding queries of mortgaged customers via e-mail and letters
- Solving and providing resolution to customers related to escrow (Taxes and Insurance)
- Solving issues related to Escrow Payments
- Handled queries and escalations and updated the team regarding the same
- Maintaining Daily reports and Monthly Dashboard
- Work Allocation & compilation of data of team members

Company: Ocwen Financial Services Pvt. Ltd.

Ocwen is a financial service company that service loans from for both residential and commercial properties. Ocwen is one of the largest services of distressed real estate loan portfolios in the United States. Mortgage loan servicing for others is an important part of the company's focus on fee based business.

Duration: March 2004 – August 2005

Designation: Process Associate

Work Profile:

- Worked in Satisfaction and Assurant process
- Draft Satisfaction letters to the homeowners
- Monitoring the work of the associates and help in developing their efficiency
- Helping new joiners overcome the learning curve with good process knowledge
- Verification of Insurance documents and updating the database as per the details mentioned in the Policy documents

Declaration:

I do hereby declare that the above mentioned information is accurate up to my knowledge.

Place: Mumbai

Date: 24th August 2018

Nareshkumar Haseja.