

## ***Sunny Namde***

Sr No – 26, Jambulkar Mala,Opp  
SLK Height, Fatima Nagar,Pune - 13  
Mobile: 8087059595  
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### **Objective:**

A position with major responsibilities that will effectively utilize my communication, leadership, and organizational skills.

### **Work Experience:**

Company Name : Conneqt Business Solution LTD

Designation : MIS Executive

Duration : Jan 2019 – Sep 2021

Process : BFSI Projects - (Banking, Finances, Service, Insurances )

#### **Responsibility:**

- Making Agents Performance report
- Making Contact Centre SLA Reports
- Per Interval reporting for efficiency matrices (AHT, SL etc.)
- Making Bucket Wise Performance report
- Accuracy and timely delivery of MIS.
- Analyzing the data and identify the variances.
- Preparing Attrition reports for different process.
- Providing real time support to HR.
- Making Client report on daily Basis.

**Company Name : ANDROMEDA COMPANY – FATIMA NAGAR**

**Designation : MIS Executive**

**Duration : Aug2010 – Jun 2014**

**Responsibility:**

- ❖ Making Interval wise report
- ❖ Making process wise dashboard
- ❖ Making Shrinkage & attrition report
- ❖ Making agents performance report

- **Major Strengths:**

- Leadership skills
- Analytical skills
- Presentation skills
- Languages (English, Hindi, Marathi)

- **Education Qualification:**

EXAMINATIONS	BOARD/UNIVERSITY	YEAR OF PASSING	CLASS
S.S.C (STD X)	MAHARASHTRA BOARD	MARCH – 2008	II ND
H.S.C (STD XII)	MAHARASHTRA BOARD	MARCH – 2013	II ND
B COM	Y.C.M.O.U.	MARCH – 2015	II ND

- **Personal Data:**

Date of Birth: 16<sup>th</sup> OCT 1991

Marital status: Married

- **Hobbies and interests:**

Listening Music

- **EXTRA CURRICULAR ACTIVITIES**

CRICKET, KARATE

**Sunny Namde**