

TRUPTI SANJAY MHATRE

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ADD: "Jui CHS. D-24,1-8,Sec-25,
Juinagar, Navi Mumbai- 400706

CAREER OBJECTIVE:

To prove my capability in an outstanding organization through my acquired skills, in the area of office management through co-ordination, team work coupled with hard work and dedication.

SKILLS

- ❖ Can operate effectively with Microsoft office tools namely word, excel, power point.
- ❖ Efficient management and organizational abilities.
- ❖ Excellent written and communication skills in English.
- ❖ Have good problem solving with analytic thinking.
- ❖ Open minded to work in complex environment and projects.

CAREER HISTORY

ICICI LOMBARD GIC Ltd

Sion-Mumbai

As a Team Leader from 15th Sep 2014 to 9th April 2021

Functions as a role model for staff.

Responsible for overseeing the day-to-day operations of the team, distributing the workload evenly amongst staff and making sure motivation and performance levels are maintained.

Responsible for the overall direction, coordination, and evaluation of the unit.

Career Objective Statement

Maximize my team leading experience in a challenging environment, guiding by example and utilizing vast experience in directing a team towards its objective within the deadlines and thus achieving the corporate goals.

- ❖ Inspired each and every team member to perform and produce their best.
- ❖ Determined the duties and responsibilities of individuals in a team.
- ❖ Analyzed the individual performance of each team member and motivated them to perform even better.
- ❖ Organized training workshops to improve the performance of the members who were lagging behind in terms of performance.
- ❖ Analyzed the assigned projects and distributed tasks to the members as per their area of expertise.
- ❖ Reported any problem or fault in the project to the project manager or supervisor.
- ❖ Offered solutions to the top management regarding project-related queries.

As a Team Leader from 15th Sep 2014 to 9th April 2021**Work profile: Audit and Assistant**

- ❖ PAN India closed files audit
- ❖ Preparing KPI of Legal Manager
- ❖ Maintaining MIS
- ❖ Investigation Report & Document pendency updating
- ❖ Preparing presentations.
- ❖ Co-ordinating with regional managers & request for required documents.
- ❖ Managing files and Handling RMT details.

EDUCATIONAL QUALIFICATION

- ❖ **Master In Business Administration (MBA)** in Academic year 2012 From Pune University
- ❖ **B.Sc.** in Academic year 2009 From Maharashtra Board
- ❖ **HSC** in Academic year 2006 From Maharashtra Board
- ❖ **SSC** in Academic year 2004 From Maharashtra Board

OTHER QUALIFICATIONS

- ✓ Certification Course In Environment Auditing – April,2007 Marks:214/300
- ✓ Diploma In Environment Auditing –April 2008 Marks:215/300
- ✓ Advance Diploma In Environment Auditing – April,2009 Marks:194/300

PERSONAL DETAILS

Date of Birth : 2nd January 1989.
Nationality : Indian
Language Known : English, Marathi and Hindi
Key Strength : Hard Work, Self-Confidence, team work
Marital Status : Unmarried
Hobbies : Listening Music, Travelling, Riding Motorcycles.

I hereby declare that the above information is true to my belief and knowledge.

Date: -

Place:-Juinagar, Navi Mumbai

Trupti Sanjay Mhatre