**RESUME**

# **VINIT.K.DANDEKAR**

# **E-Mail: vinit\_dandekar@yahoo.com**

# **MOBILE: 8652467341**

**address**

8/601, Anand Vihar complex,

Near kharegoan **-** Railway crossing,

Kalwa (E), Thane – 400605.

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**Objective:**

## To take up career that provides me with a stable platform growth and diversification which help me in pursuit of innovation and building a cross functional personality which suits various kind of situation. To join your organization and make up a career.

# **Job Profile:**

**Working with INTEGREON MANAGED SOLUTIONS PVT. LTD. as a Senior Data Support Analyst from 17th January 2011 till date.**

* Job includes Research work for U.S and U.K. clients
* Managing the LexisNexis InterAction CRM system
* Conducted research to collect and assemble data for databases
* Maintained the data integrity during extraction, processing, analysis and storage
* Segregating client information under various macro- and micro-industrial classifications
* Research of Companies and its related people’s information from various sources like company’s website, OneSource, Hoovers, Orbis, Capital IQ, Companies house, etc.
* Extensive use of the DCM inbox, whilst expanding experience of project configuration through frequent use of the administrative, windows and web client and InterAction.
* Performing research using Google, company websites and other databases to obtain  
  in the correct information (address, phone number, email address etc.)
* Correcting/updating the contact details in the CRM system
* Ensuring accuracy of projects to be delivered to the clients by the team.
* Training team members on new jobs as and when necessary
* Communicating with the client via emails and voice calls
* Maintaining team member’s report on daily basis

# **Computer Proficiency**

* Working knowledge of MS Word, Excel, PowerPoint
* Outlook, Internet Explorer & HTML
* Database skills: OneSource, Hoovers, Capital IQ, Companies house, Thomson Research, Perfect Information, etc

#### **Other Certification course**

* Successfully completed Training in SAP CRM version 7.00 and also undergone an overview of SAP Sales and Distribution version 6.00 from the institute of GLOBAL ENTERPRISE INFOTECH SOLUTIONS.
* I am familiar with Organization Management i.e. Creation of Org., Assignment of B.P.’s (Employees), Number Ranges, Products, Maintaining Categories, Item Category Determination, Maintenance of Product Catalog, Partner Determination Procedure, Territory Management. Activity Management, Business Activity, Task, Lead, Opportunity Management, Copy Control, Marketing and Campaign Management. Also Familiar with the Customer Interaction Center, CRM Middleware and its functionalities.
* I am familiar in setting up the systems & configuration as per the company requirements. Setting the process and performance framework for business transformation for a CRM implementation i.e. business and process analysis and then would be helping the Software company for upgrading the CRM application so it meets the business requirements of the organization.

#### **Education qualification**

* **T.Y.B.SC (COMPUTER SCIENCE)** in 2010 with Second Class.
* **H.S.C**. in. 2007 with Second Class.
* **S.S.C.** in 2005 with First Class.

#### **Project Acadamic Year 2010**

Project Name Front End Back End

Aditi Hospital HTML, Javasricpt MS ACCESS

ASP.

Income Tax and Visual Basic 6.0 MS ACCESS

Pay Roll System

**Contact Information:**

**Vinit K Dandekar**

**Mobile: 8652467341, 02225397386**

Linguistic Proficiency: English, Hindi. Marathi

Hobbies: Cricket, Travelling

Date of Birth: 14th Feb 1989

**Declaration:**

I hereby declare that the above information furnished by me is true.

Yours Sincerely

### **Vinit Dandekar.**