

NEERAJ JAIN

174-B, Mianwali Colony, Gurgaon-122 001, Haryana (India)

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CAREER OBJECTIVE:

Looking for a **MIS Profile** and to grow with a challenging position in an organization to carve out a space for myself with my efforts, knowledge and creativity.

PROFESSIONAL EXPERIENCE

PRESENT CAREER HIGHLIGHT:

Midas Portal Services Pvt. Ltd., Plot No. 108, Sector 44, Gurgaon.

Executive (Jan' 2018 to till date)

Profile:-

- Client Query by doing phone calls and providing the best solution to the customer.

PREVIOUS CAREER HIGHLIGHTS:

Supernet infocomm Pvt. Ltd., Plot No 245, Sector 6, Manesar, Gurgaon.

Executive – Client Query (Presales) (Dec 2016 to Oct' 17)

Profile:-

- Preparing Excel Report, Tender details and bidding documents.
- To maintain data as per requirement of management authority by use of various aspects like database, dashboard, pivot table, vlookup etc.
- Collate data by co-ordination from various team.

Intelenet Global Services Pvt. Ltd., Plot No 408, Udyog Vihar, Phase – III, Gurgaon

Sr. Executive – Supplier communication (April'06 – Oct 2016)

Executive – Procure to Pay Process (Nov'03 – Mar'06)

Profile:-

- Client Query by writing emails to suppliers
- More focus on FTR (First Time Resolution) while sending reply
- File conversion
- Creating report from Salesforce (CRM) on daily basis
- Preparing MIS reports on excel using Vlookup, Pivot Table etc.
- Communicate effectively with suppliers to run process more efficient
- Evaluating the performance of process
- Invoice Processings
- Creating and manipulating invoice database.
- Preparing Purchase order, Invoice verification and payment to vendors
- Effective Supplier Communication
- Sending Chaser to supplier as per business's SLA

Achievements & Client Appreciation

- Received Reward and Recognition for best performer
- Received appreciation from client for on time submission of report and take care of SLA's

Education

ACADEMIC QUALIFICATIONS

Class	Board / University	Year
B.A	Osmania University	1995
12 th	Haryana Board (P.C.M)	1992
Matric	Haryana Board	1990

PROFESSIONAL QUALIFICATIONS

- Advance Diploma in Software Technology & systems management from NIIT in 1997
- Diploma in Oracle 8i from SQL * International in 2000

SKILLS SET

Application Skills Set:

- JD Edwards
- AS400
- CRM – Salesforce

Operating System Skills Set:

- Unix
- Windows

Personal Details

Date of Birth :21 March, 1975
Nationality :Indian
Marital Status :Married
Passport No. :B5113307

(Neeraj Jain)