**NEERAJ JAIN**

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

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Cell No.: 9718101159, 9911590191

**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

|  |  |  |
| --- | --- | --- |
| **ACEDEMIC QUALIFICATIONS** Class | Board / University | Year |
| B.A | Osmania University | 1995 |
| 12th | 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**

