KISHOR SURESH LATAM

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Add : Plot No. 384 Room No.B9,
Siddhikrupa CHS Sec No.3 Charkop
Kandivali (W), Mumbai- 400067.

Mobile No : 9768327377

Professional Summary

Junior Officer : (Data Entry Operator) position to exercise, extraordinary problem solving. seeking to serve as a team player, as well as individually, to define problems and invent solutions in a fast-paced, challenging environment.

Technical Summary

➢ Having good knowledge in Excel & Word.
➢ Ability to support critical business requirements.
➢ Exceptionally good in problem analyzing, solving and troubleshooting skills.
➢ Work In A Challenging Environment With Committed And Dedicated People With High Responsibilities.

Experience of current Organizations:

Designation	:	Junior Officer
Company Name	:	Sunpharma Laborites Pvt Ltd
Location	:	Andheri East
Skill	:	Hard working always learns new thinks.
Duration	:	Jun 2018 to till date
Job Profile	:	Data Entry Operator.

Current Project - Marketing Account _Expenses

➢ Exporting & importing the data.
➢ Database Backup and Restore.
➢ Receive expenses of marketing rep. on daily basis called Hotel Bills.
➢ Cheking bills as per event date and booking no. as per data. and forwaded bills to
➢ accountat for checking.
➢ Exporting & importing the data as per maintained in.system.
➢ Making daily status reports of the project.
➢ Handling other responsibilities as given by the project manager.
➢ Resolving queries through Mails and service Calls.
   Retrieve the data and to check functionality data from database which is needs to Project Manager.

Current Project - Marketing Expenses. (F.Y.2018 To Till Date)

➢ Recieved exoenses of Medical Rep on.daily basis checking & procesces.
➢ Expenses scan on.daily basis making entry in.sysytem and dispatced to concern division.
➢ Getting query by accountant those bills sent to travel desk for solving queries.
➢ Recieved expenses by Travel desk,by solving queries making entry in.sysytem & forwaded
➢ to accountant for checking.

Earlier Project - Mprompt (F.Y.2016 To 2017)

➢ working on.project SFE Helpdesk & SFE Dr.Data.
➢ Hierarchy Mapping for Transfer Users.
➢ Handling Mobile reporting and web reporting queries of Medical Representatives.
➢ Extract reports on daily basis (CIS, User listing, user profile) and consulate in excel file
➢ Guiding users to new customer addition, deletion, modify on CIS Site as well resolving CIS related Quirees
➢ Finding duplicate drs from data and remove duolicate drs added by users and maintained
➢ dr data as per sysytem.

➢ **RANBAXY LAB PVT LTD.**
➢ **Earlier Project - Mprompt (F.Y.2015 To 2016)**

➢ Hierarchy Mapping for Transfer Users
➢ Handling Mobile reporting and web reporting queries of Medical Representatives.
➢ Extract reports on daily basis (CIS, User listing, user profile) and consulate in excel file
➢ Guiding users to new customer addition, deletion, modify on CIS Site as well resolving CIS related Quires.
➢ Extracting CIS Status and do changes by using various formulas in excel and giving that data to Business unit.
➢ Updating holiday as per State in System.

Educational Background

Degree	University	Class	Year of Passing
B.Com	Mumbai University	Second	2011
H.S.C	Maharashtra Board	Second	2008
S.S.C	Maharashtra Board	Second	2006

TECHNICAL SKILLS	
Operating Systems	Windows 98/2008/ XP

PERSONAL DETAILS

Date of Birth	30 Apr, 1991
Language Known	English, Hindi, Marathi
Nationality	Indian
Marital Status	Single
Hobbies	Listening Music, Watching Movies & Playing Carrom