

Mr. SachinKamble**Date of Birth:** 24th August 1984**Mobile:** - +91 9702346936**Preferred Location:** Navi Mumbai/ Thane / Mumbai104,1stFlr, A & B wing, Trimurti Vandan Bldg,Vichumbe, **New Panvel**, Opposite Manasi Park BLDG,

Pin: 410206

Email Id: sk7281@gmail.com**Career Summary:**

A dynamic, team spirited and performance driven professional currently with CARE Ratings Limited as a Sales Coordinator, managing their MIS Databases of multiple clients across the India.

More than 11. Years of experience in focusing on management and administration of internal databases and client databases.

Duration	Designation	Organization
From 24 th June-2019 to till	Sales Coordinator	CARE Ratings Limited
February- 2012 to 11 th Feb -2019	MIS Executive	Acuite Ratings & Research Limited
Sept -2009 to January –2012	KYC Executive	Systematix Shares & Stock (I) Limited
June -2007 to August –2009	KYC Executive	Networth Stock Broking Limited

1. Management and Administration:

- Creating, Maintaining and updating internal MIS database and client's databases.
- Excellent knowledge in reporting and data Look up, H Look up, Pivots, Excel Formulas and conditions.
- Maintaining Database and existing management Information systems
- Updating customer feedback,
- Updating client status

2. Documentation:

- Developed MIS document to allow for smooth operations and easy system maintenance.
- Create presentation decks to support management meetings and management communications.

3. Functional:

- Advance knowledge in excel (VLOOK UP; H LOOK UP,Pivot)
- Team Player & able to co-ordinate and work with other depts.

Technical Skills

Operating System: Windows XP, & 7

Software Skills: MS-CIT, Microsoft Office, Advance Excel, MIS Reporting

Banking & Finance Skill: Completed course of **Banking Finance & Insurance** from Pratham Learning Institute, **Bhandup** supported by **Deutsche Bank****Professional Experience****CARE Ratings Limited****Sales Coordinator****Duration:** 24th June, 2019 to till**Job Profile:**

- Maintaining sales MIS of SME & BLR
- Coordination with client & sales team
- Preparing & mailing estimate invoice for surveillance & Initial client
- Preparing & mailing billing invoice for client & maintain Billing MIS Data
- Preparing revenue data on daily basis & reporting to director of SME
- Follow up with client on TDS data for collection TDS certificates
- Login SME & BLR mandates

Acuite Ratings & Research Limited**MIS Executive****Duration: February- 2012 to 11th February - 2019****Job Profile:**

- Leading Site visit Officer Team
- Maintaining MIS of SME handover and BLR handover.
- Maintaining DUNS number MIS from D&B
- Maintained MIS of NSIC, Rated MIS & Due Diligence Report MIS.
- Site visit co-ordination with client, SVO & sales team.
- Prepare Billing Voucher for correspondent & maintain Billing MIS Data.
- Maintained Data Entry MIS & follow up of Financial & Non-Financial reports from correspondent.
- Maintaining MIS of Stand up (Udyami Mitra – SIDBI)

Systematix Shares & Stock (I) Limited**KYC Executive****Duration: September 2009 – January 2012****Job Profile:**

- Co-ordination with all branches regarding queries.
- Activation of client codes & inform to RMS department for mapping
- UCC upload in all segments (BSE, NSE, MCX & NCDEX segments)
- UCC modification as per exchange.
- Daily reporting to all branches about client codes status
- Prepare & maintain daily mis report
- Daily reporting to seniors of current account opening activities
- Sub-broker code mapping in class software
- Account modification, account closure
- Account reactivation in commodity segment
- Collecting SEBI documents (additional declaration, policy & procedure, financial proof)
- & maintain records of the same.

Networth Stock Broking Limited**KYC Executive****Duration: June 2007- August 2009****Job Profile:**

- Co-ordination with all branches regarding queries.
- Activation of client codes & inform to RMS department for mapping
- UCC upload in BSE & NSE segments
- Prepare & maintain KYC MIS report
- Scrutiny (Individual & non-Individual forms)

Academic Qualification**Bachelor's Degree in Commerce, 2005 (2nd Class)**

Mumbai University

Higher Secondary Certificate – HSC -Commerce, 2002 (1st Class)

Kolhapur Board

Secondary Certificate – SSC, 2000 (1st Class)

Kolhapur Board

Hobbies

Playing Cricket, Reading News Paper & Listening music, social work

Date:**(Sachin S. Kamble)**