**CURRICULUM VITAE**

Makarand S Pise

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**CAREER OBJECTIVE**

To work in a firm with a professional work driven environment where I can utilize and apply my knowledge, skills which would enable me as a fresh graduate to grow while fulfilling organizational goals.

**BASIC ACADEMIC CREDENTIALS**

Educational and Qualifications:

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| Qualifications | Name of University | Year | Grade |
| Bachelors in Commerce | Yashwantrao Chavan Open University, Nashik | 2000 | 50% |
| HSC | Yashwantrao Chavan Open University, Nashik | 1997 | 75% |
| SSC | Kolhapur Board | 1995 | 56% |

**WORK EXPERIENCE**

Current Company – Venessa Advisors Pvt Ltd.

Designation : - Associate Consultant, Research

Duration : - Presently working

Work Responsibilities :-

Secondary Research - Researching the private equity funds companies and their portfolio companies for information like Key Executives, Turnover, and employees. Sites used LinkedIn, other sources doing research as per the requirement.

Capturing and preparing report on regulatory changes across the world

Preparing list of prospective clients and contact details

Undertaking various research tasks provided by Research managers and research director

Supporting the research managers for preparing and updating various templates

Creating various country databases and updating the same

Supporting with advisory work in the future

Admin Work – Making purchase orders, checking vendors, office administration.

1 - **Truelytics E-commPvt Ltd.(Icustommadeit.com)**

Designation : - Web Researcher

Duration : - September 2013- July 2016.

Profile: Doing secondary research. Researching Individuals and Companies present in India for customized products. Working on social platforms like Facebook, linkedin.com. Also finding different websites, which are required for platform. Updating database. Image Updations. Also researching various B2B websites & searching the information. Providing Research training for new joiners. Working on various categories & collecting information for new projects.

2- **Circa Consulting - (Recruitment Process Outsourcing Company)**

Duration: 6 Months

Department - Biz Development

Designation - Web Research Executive

Profile – Researching of Companies for Various Categories for Business Development, Checking Duplicate Entries, Updating information in system.

3 – **Bizporto.com – (Business 2 Business Portal)**

Duration: - 8 Months

Department – Data Collection

Designation - Team Leader

Profile - Researching the companies for data collection Maharashtra region, Data Validation

4 – **Way2k.com – (Educational Portal)**

Duration - 5 Months

Department - Data

Designation - Team Leader

Profile - Researching the educational institutions, Data Entry, Managed the team of 8 members, Training, etc.

5 – **Compsoft BPO Services – (ITeS company)**

Duration - 27 Months

Department – Data Collection

Designation - Data Collection Executive

Profile - Researching the various companies. Worked on various projects like NAICS, Warrants, etc

6 - **Bajaj Allianz Life Insurance – (West Hub)**

Duration - 18 Months

Department – Back Office

Profile - Customer Service Representative (CSR) Worked on contract basis - Mafoi Consultants Profile – Processing the forms, Data Entry, Quality control, Dispatching.

**IT PROFICIENCY**

Microsoft Office Word, Microsoft Office Excel, Microsoft Office PowerPoint

CO- /EXTRA – CURRICULAR ACTIVITIES

Completed Frankfinn’s Basic Cabin Crew Training from Mumbai (1 Week)

Completed MCED’s certificate course for VAT & Taxation from Sangli

Completed 1 year Basic Course of Computer from NIIT Sangli

Received certificate from Bajaj Allianz life insurance for its Basic & Advance examination.

INTERPERSONAL SKILLS

A team Player

Confident and Determined

Ability to cope up with different situations.

PERSONAL DETAILS

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| --- | --- | --- | --- |
|  | Date of Birth  Language Known  Marital Status  Nationality / Religion  Interest & Hobbies | :- | 20th May 1978 |
|  | :- | English, Marathi, Hindi |
|  | :- | Married |
|  | :- | Indian |
|  | :- | Bike Travelling, etc. |
|  |  |  |  |
|  | Date    Idoherebydeclarethattheaboveinformationis truetothebestofmyknowledge.  Place: Pune  Date: (Signature) |  | Signature |
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