**RESUME**

 **SANDESH N WAGH**

Central Railway Colony

Building no MS/RB/II/112

Room no 14,

Kurla (East)

Mumbai: - 400024

 To achieve organizational goal through a spirit of cooperate ion, teamwork and personal qualification by delivering hundred percent dedication and management skills for procuring efficient results, I will be receptive and productive result in the organization.

* A Self-motivated, dynamic, confident, result oriented versatile professional.
* A strong sense of responsibility and commitment towards assignment undertaken.
* Flexible, Friendly and positive approach towards life

 **PROFESSIONAL EXPERIENCE**

1. **EP Money (Flexiloans )**

**1st Sep 2020 – Till date**

**Position : Sr. Executive**

**DEP : Collection**

**Job Profile**

* **Maintaining Daily ,weekly , Monthly reports**
* **Monthly Incentive preparation**
* **Presentation prepetition on monthly base**
* **Prepaid addhoc reports as per management requirements**
1. **L & T financial services LTD**

**10th Dec 2018 – 1st June 2020**

**Position : Sr. Executive**

**DEP : Micro Loan**

**Job Profile**

* **Disbursement reports, collection reports, incentive reports, preparing daily, weekly, monthly, quarterly reports as required by management (all reports are region wise)**
* **Collection reports are prepaid on bucket region wise**
* **Presentation prepetition on monthly base**
* **Working on Portfolio transfer as per request. (maintaining the portfolio region wise)**
* **Adding or deleting the Village in the system**
1. **Oppo MU PVT LTD**

**May 2018 – 7th Dec 2018**

**Position : MIS Executive**

**DEP : MIS**

**Job Profile**

* **Preparing the Daily wise Sales report, (ASM wise, stock available reports, stock requirement reports, TSM reports,)**
* **Handling 5 team members who is in the different location. Co-ordinate with all of them and getting monthly reports, finance request week wise and follow up with the respective finance request done or not,**
* **Preparing the reports as per Tanning team requirement, Branding team, HR requirement and also help preparing the Incentive report and preparing the Branch managers requirements.**
1. **Tata Consultancy Services**

 **April 2012 – May 2018**

 **Position : Sr. Process Associate**

 **Dept. : MIS Executive**

 **Job Profile**

* **Maintaining the reports of productivity of all associate, preparing the OT reports and sent to the operations, maintaining the attendance tracker for all associate, preparing the deck as required by operations ,preparing stack ranking (score card), count sheet( all associate day to day productivity prepare from Process system ) and do the daily activities as requested by the operations**
1. **State Street Syntel**  **DEC 2010 - Dec 2011**

 **Position : Process Associate**

 **Dept. : Dealing 1**

**Job Profile**

* Working as UK Stock exchange Buy, sell or Transfer the Units from one account to another account as per customer request from PDF

 **Educational Qualification**

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| --- | --- | --- |
| **Education** | **Year** | **University / Board** |
| T Y B Com | 2008/09 | Mumbai |
| H S C | 2005/06 | Maharashtra State Board |
| S S C | 2002/03 | Maharashtra State Board |

 **Personal Details:**

**Date of Birth: 06th Oct 1986**

**Contact no: 8828177554/9619170654**

**Marital Status: married**

**Languages Known: English, Hindi, and Marathi**

 **E-Mail Address: Sandeshraddha2015@gmail.com (Sandesh N Wagh)**