Resume

Tejas B Solanki

**B 302 Makhdoomi Palace**

Vakola Masjid,

Santacruz East,

Mumbai 400055

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CAREER OBJECTIVE:

Looking for a long association with people-oriented organization where individual skills, talent, honest and hardworking are acknowledge and conducive work environment is provided. To constantly upgrade my knowledge and skill and make a difference in whatever I do.

SYNOPSIS:

A competent professional with over 6 years of experience, specific expertise in the areas of Operations (Back-Office) with Graduation degree in Bachelor Of Management Studies (BMS) from Chetana college (Bandra, Mumbai).

EDUCATIONAL QUALIFICATIONS:

|  |  |  |  |
| --- | --- | --- | --- |
| **Degree** | **Board/University** | **Passing Year** | **Grade** |
| TY BMS | Mumbai | Apr-13 | First |
| H.S.C | Maharashtra | Feb-09 | Second |
| S.S.C | Maharashtra | Mar-07 | First |

Work-Experience:

1. DHL Smart Trucking:

Process: Customer Excellence

Designation: Executive

Duration: 27August 2018 – Current

Location: Mumbai

Worked on the following activities:

* Handling Customers queries and resolving in the given TAT.
* Maintaining MIS and managing portfolio.
* Handling key account customers (Amazon/Myntra/Ecom Express/flipkart).
* Coordinating with the operation for smooth function of organization.
* Taking the new indents from the client, planning and allocate the vehicles for transfer of goods.
* Tracking and providing the live status of the in-transit vehicle.
* Generating customers performance report.
* Proactively Monitoring the Operation Process.
1. Ocwen Financial Solutions Pvt Ltd.

Process: Vault

Designation: Document Control Specialist

Duration: 26 May 2014 – 24 August 2018.

Location: Mumbai

Worked on the following activities:

* Identify and providing Mortgage Documents to all departments in Ocwen.
* Ordering Documents from the Custodian.
* Image conversion and processing for attributions of electronic documents received from other Ocwen Business units & Custodian.
* Providing regular updates about the Process Work Flow to the Business unit and Management team.
* Monitoring and replying to all e-mail sent to the department general e-mail mailboxes.
* Training of new hires.
* Assignment of work to new hires.
* Solving their queries and helping them to understand various types of errors and impact of the same.
1. Datamatics Global Services Limited.

Process: Online Retail Solution

Designation: Trainee Data Analyst

Duration: 24 July 2013 – 5th May 2014.

Location: Mumbai

Worked on the following activities:

Product Type Creation, Inventory Shifting, Shelf Extraction & Quality Mapping, Attribute Checks

Competency:

* Works for solutions that all team members can support.
* Align own unit’s goals with the strategic direction of the business.
* Propose new approaches, methods, or technologies.
* Prepare a personal development plan with specific goals and a timeline for their accomplishment.

Extra-Curricular Activities and Hobbies:

Playing Cricket, Football& Ps Games.

Social Media Marketing

Strengths:

Sincere & Honest.

Team player with an ability to grasp new things quickly.

Computer Literacy:

Proficiency in:

Windows 98/XP/7/8 Operating Systems with applications such as MS Office (Word, Excel, Power Point& Outlook).

Personal Profile:

Name : Tejas Solanki

Gender : Male

Date of Birth : 6th November

Nationality : Indian

Marital Status : Single

Contact Number : 9082683178

Languages spoken : English, Hindi, Marathi & Gujrati

I do hereby declare that the above given statements are true and correct to the best of my knowledge.

Date:

Place: Mumbai (Tejas Solanki)