**RESUME**

**KEDARE RAHUL MANOHAR**

2A/202, Sai sankul annex, Barve Road, Khadakpada chowk,

Khadakpada, Kalyan (West) Pin – 421 301.

**E-Mail :** rahul.kedare.rk@gmail.com

**Mobile No** **:** 7718977764/8976645780

**Career Objective:**

* **I want to succeed in an environment of growth and excellence to meet personal and organizational goals.**
* **To work in challenging atmosphere.**
* **To see myself at the responsible and respected position by using my knowledge.**

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| **Professional Experience:** |

1. **Accenture**

**Transaction Processing Associate (9th July 2014 to 28th Feb 2017)**

(Back office/Operations) 2 year & 6 Months

* **Perform enrollment of the Applications submitted by the US customers.**
* **To key the applicant Data correctly into the client system.**
* **Maintenance of the existing customers by resolving their issues regarding payment issue, cancelling of the policy, adding new ones to the existing policy etc.**
* **Settlement of Clams and medical Billing (Invoicing)**

1. **Maersk Line**

**Senior Transaction Associate – Export Department (3rd April 2017 to 3rd August 2018)**

**(**Back office**) 1.4 Year**

* **Handling Export Department And Realizing vessels as per customer credit or payment**
* **Maintenance of the existing customers Query & issues regarding Export Address & updating and Add New.**
* **Sending notification about pending items I.e. customs, payment or any other item and Bills (Invoicing)**
* **Invoicing Correction,**
* **Reports, Data making and Internal Quality Audit.**

**Academic Profile:**

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| **Examination** | **Board/**  **University** | **Year of Passing** | **Percentage Obtained** |
| **SSC** | Mumbai Board | 2008-09 | 59% |
| **HSC** | Mumbai Board | 2010-11 | 58% |
| **B COM** | Mumbai University | 2013-14 | 65% |

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| **Computer Skills:** |

* **MS-CIT :** 80%
* **TALLY 9.0 :** A Grade
* **Typing** **:** English (30 wpm) & Marathi (30 wpm)
* **Application Packages :** MS-OFFICE 2007/13 (Word and Excel)
* **Others :** knowledge about internet & Compute

Operating & SAP FI

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| **Personal Details:** |

* **Nationality** **:** Indian
* **Gender :** Male
* **Date of Birth** **:** 17th Oct, 1993
* **Marital Status :** Single
* **Languages known :** English, Hindi ,

Marathi

* **Hobbies :** Tracking, Maintain Fitness

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| **Declaration :** |

I am confident of my ability to work in a team. I hereby declare that the information furnished above is true to the best of my knowledge.

Place:-

Date:- / /

**Signature**

**(Rahul M Kedare)**