**RESUME**

ANURAG INGLE

**Personal Information**

**Address –** BB-14C (West) Shalimar Bagh, Delhi - 88 end\_of\_the\_skype\_highlighting  
**E-mail address**- : anu\_ingle\_2006@yahoo.com ,   **Telephone number** : begin\_of\_the\_skype\_highlighting 07709681120 end\_of\_the\_skype\_highlighting

**Date of birth** - 7th October 1975, **Nationality** – Indian

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**Career Objective -** To find a practical insight that will enable me to use my knowledge and skills to fulfill strategic goals of a performance oriented organization and a challenge opportunity where I can grow along with the organization.  
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**EMPLOYMENT HISTORY**

I have 11 years of experience with leading organization in India and London

**1st Company Name:** HORIZON DATA SYSTEMS PVT LTD, PUNE  
 **Position Title**: SR. PROCESS ANALYST **Industry:** KPO (NONVOICE- US MORTGAGE)

**Specialization**: PROCESSING **Start Date**: 29 FEB 2012 To 11 JUNE 2015

**HORIZON DATA SYSTEMS PVT LTD**

Infinity International Processing Services, Inc., is a professionally managed Maryland based corporation providing full service end-to-end back office solutions to NVOCC / VOCC / 3PLs and Freight Forwarders (Sea/Air/Road and Rail), End-to-End Freight Invoice Processing, knowledge process outsourcing, abstractor management, mortgage loan processing, title information, call center services with technology solutions

**KEY RESPONSIBILITIES:**

* Reading and analyzing appraisal reports including Single Family Residence, Multi family residence, Condominium, attached PUDs
* Working on Fannie Mae and Freddie Mac guidelines
* Work accurately under deadline pressure
* Detail oriented with ability to set goals, meet objectives, and take initiative.

**2nd Company Name:** PEOPLE’S GROUP, BHOPAL  
 **Position Title**: ASSISTANT ADMINISTRATIVE OFFICER **Industry:** DENTALCOLLEGE AND HIGHER SECONDARY SCHOOL **Specialization**: ADMINISTRATION **Start Date**: DEC 2010 to APRIL 2011

**PEOPLE’S GROUP**

It is run by Sarvajanik Jankalyan Parmarthik Nyas , a charitable & non-profitable Public trust .Group’s special education zone in Bhopal has Institute of academic learning that can be compared with the best in the country

**KEY RESPONSIBILITIES:**

* Communicating with doctors and nurses and understanding their requirements
* Taking care of student’s admission.
* Managing overall Admin Activities with the admin team.
* Inventory control, procurement of logistic requirement of school.
* To have a check on proper accounting of material/equipments/furniture.
* Coordinate and ensure that maintenance of hygiene and sanitation in the school building.
* Ensure day scholars maintain proper discipline in the campus and do not damage school’s property
* Ensure lawns and gardens are properly maintained by horticulture supervisors.
* Maintenance of the records of hostel.
* Timely payment of bills of housekeeping, transport etc..
* Managing wages of on roll and contractual employee.

**3rd Company Name:** NATIONAL HEALTH SERVICES PROFESSIONAL (NHSP), LONDON  
 **Position Title**: ADMINISTRATOR  **Industry:** HOSPITAL AND HEALTH SERVICE

**Specialization**: ADMINISTRATION AND HR WORK **Start Date**: JUNE 2006 to JAN 2010

**(NHSP) NATIONAL HEALTH SERVICES PROFESSIONAL LONDON**  
NHSP manages a wide range of flexible work opportunities for nursing, medical and administration and clerical staff. They enable nurses, doctors and other healthcare professionals to work flexibly within the NHS, fully supporting work/life balance needs and career development goals.

**KEY RESPONSIBILITIES:**

* Communicating with doctors and nurses and understanding their requirements
* Coordinating with planning manager, and other Manager for approval requirements.
* Ensures that all the necessary daily administration work perform properly
* Coordinate with patient and collect their compliant and feedback.
* Ensure candidates receive & sign the Appointment Letter (AL).

**4th Company Name**: TATA INFOMEDIA LTD, PUNE  
**Position Title**: SALES EXECUTIVE **Specialization**: MARKETING

**Industry**: PRINT MEDIA **Start Date**: JAN 2001 to DEC 2004

**TATA INFOMEDIA LTD**

Tata infomedia Limited was a printing and publishing company with a leading market presence in diverse business areas spanning **Business Directories**, **Magazine Publishing**, **Printing Services** and **Publishing Outsourcing**. A pan-Indian network covering 25 cities and over 2155 employees gives Infomedia a national footprint. Infomedia has recently forayed into the Publishing Outsourcing segment and is well-placed to consolidate its position in this booming market with tremendous growth potential.

**KEY RESPONSIBILITIES:**

* Listening to customer requirements and presenting appropriately to make a sale.
* Maintaining and developing relationships with existing customers in person, and via telephone calls and emails.
* Arranging meetings with potential customers to prospect for new business.
* Acting as a contact between a company and its existing and potential markets.
* Negotiating the terms of an agreement and closing sales.
* Gathering market and customer information.
* Representing the organization at trade exhibitions, events and demonstrations.
* Negotiating on price and costs.

**EDUCATION QUALIFICATION**

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| |  |  |  |  | | --- | --- | --- | --- | | **Name of the Exam.** | **Year of Passing** | **Name of the University or Board** | **Percentage Obtained** | | B.B.A ( Hospital Admin ) | 1998 | Institute of Management Studies, Devi Ahilya University, Indore | 64.7% | | M.B.A ( Hospital Admin ) | 2000 | Institute of Management Studies, Devi Ahilya University, Indore | 64.7% | | Post Graduation Diploma In Information Technology | 2006 | Forbes College, London | 74.8% | | Advance Diploma in accounting and finance | 2009 | London City College of I.T & Management, London | 70.2% | | Oracle 10g DBA | 2011 | NIIT, Pune | Oracle  University certificate | |

**STRENGTH**

* Adapts to changes quickly. Ability to grasp and understand new assignment with ease
* Able to handle personal & industrial grievances, effective collective bargaining skills.
* Highly effective motivating skills with good leading personality. Do work with heart & soul.
* Seeks out new responsibilities. Believes and practices self-development.
* Shares information and ideas as a team. Believes in TEAM (Together Everyone Achieves More)

**OTHER POTENTIALLY IMPORTANT INFORMATION**   
**Languages** – English, Hind, French  
**Computer Basic** – Ms-Office, Internet   
 **CTC**: - 16000 INR per Month   
**Notice Period**: - NO

I hereby certify that the all statement made above are true and correct to the best of my knowledge and belief.