**Curriculum Vitae**

**VIKAS RAJPUT**

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**Career Objective:-**

A professionally challenging positions, which will provide opportunities for continuing growth and advancement with an organization that recognize and values individual contribution.

**Educational Qualifications:**

 Graduate (BA Pass) from Delhi University.

**Computer Proficiency:**

 ERP, Excel & Internet.

##### **Work Experience:-**

##### **1. Company Name -Omaxe Ltd.…… ………………………… ..**

Location -Delhi

Industry -Real Estate

Duration -May 2011 to Till Date

Designation -Executive MIS Coordinator - Commercial

##### **Responsibilities**

**Key Skills – Coordination, Report Creation, Inventory & Data Management, Record Updation, Documentation.**

* **Manage & Handling (Store and Inventory Management Department).**
* **Verification of Stock items, Demanding items, Bills, Purchase order, Payment, Collection.**
* Prepare Database Reports (In & Out store Items and online stock)
* **Report Creation (Sales, Collection, Project-wise, Customer, Region report, Vendor payment report)**
* Generate & Update the Project Details in Inventory System on timely.
* Flow information to higher authority. Trained to staff-members.
* Maintain bills associated with our departments.
* Coordinate with different Departments & Vendors (Commercial, CRD, Transfer, Registry, Treasury, Marketing Accounts, Dispatch, Legal and others).

**Key Skills - Responsibilities include Administration**

**Responsible for day to day functions of Corporate Office**

* Responsible for billing & timely payments of related vendors & other agencies including electricity, water, MTNL, Diesel/Petrol, Hotels, Pest Control etc.
* Looked after, co-ordination and supervision of Housekeeping staffs.
* Handling day to day expenses for the Corporate Office.
* Organize purchase of **stationery** and similar items, **courier services** and keep a check on them and their services.

##### **2. Company Name - SMC… ……………… ……………………… ..**

#####  Location - Delhi

#####  Industry - Insurance

#####  Department - LI/GI

#####  Duration -Feb 2010 to April 2011

#####  Designation - MIS Executive (Database)

##### **Responsibilities**

* Preparing Database Report (Kotak, Birla, Reliance, ICICI, SBI, Tata, Bharti-Axa, Bajaj) etc.
* Maintain Tracking, Verification, Call-Audit, and PDD, Billing, Vouchers and reviews helps to callers.
* Handling Team of 23 peoples.
* Handling Renewal Collection, payments, petty-cash on day to day and reports.
* Maintaining Renewable & Lapse Data Reports (Daily, weekly & monthly)
* Generating various reports and MIS that would help the management to know the process performance on a day to day basis.

**3. Company Name -Bharti-Axa Life Insurance Co. Ltd.………………….**

 **(Manpower Services India Pvt. Ltd.)**

 Location -Delhi

 Industry -Insurance

 Department -Campaign Management.

 Duration -Jan 2008 to Feb 2010.

 Designation -**Regional Coordinator Executive (North-India)**

 Profile -MIS Executive.

##### **Responsibilities**

1. **MIS: (Management Information System)**
* Preparation of MIS for Lead Generation Total leads, Payment Tracker
* Publish PAN INDIA Report (Lead generation MIS for Telemarketing manager management & Call center wise) on daily basic.
* Prepare Reports like TME (Tele Marketing Executive), MIS, Campaign Management Report, Contest Report, Lead Tracker, Sales Manager Report, Area Manager Report, Airtel Report, TMA Performance Summary Report, and FA’s Report.
* Coordinating with Branches like UP, Haryana, Rajasthan, Punjab & Delhi, Head Office (Mumbai) & Call Centers.
1. **Handling Campaign Management Payment Process:**

 Maintaining & processing of payment for call centers, Vendor data for Proper Billing & Service, Solving financial queries & discrepancies.

**4. Company Name - Sparsh BPO Services Ltd………………………………………… ….**

 Location -Gurgaon

 Industry -BPO

 Department -Citibank Credit-Card.

 Duration -Aug 2006 to Jan 2008

 Designation -MIS Executive.

##### **Responsibilities**

* Running new business report leading to compilation of MIS.
* Preparing daily fortnightly & monthly issuance report.
* Responsible for the Processing of all the documents received in respect of credit card
* Responsible for Co-ordination with clients as well as field executives
* Responsible for Pan Checking
* Responsible for preparing different reports and MIS as per the requirement of the process.
* Also responsible for submission all the documents in Chennai.

Yours Faithfully Vikas Rajput

Date: - \_\_-\_\_- 2015 9999025766