### RESUME

# WASIM

# WASIM.296720@2freemail.com

## PERSONAL PROFILE

**Date of Birth   :** 07th July 1983

**Gender    :** Male

**Nationality    :** Indian

**Marital Status   :** Married

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

## CARRIER OBJECTIVE

## To contribute my professional knowledge, positive attitude and proactive

## approach to my mission and goal.

## EDUCATIONAL QUALIFICATION

|  |  |  |
| --- | --- | --- |
| SSC | Mumbai UniversityMarch 1998-1999 | Second Class |
| HSC | Mumbai UniversityMarch 2001-2002 | Second Class |
| T. Y. Bsc | Mumbai University April 2016 |  Pass |

## WORK EXPERIENCE

## Working in Vinayak Ingredients India pvt ltd. as Store executive as well as back office executive from 8th June 2015 to till date.

## To provide guidelines for weighing & dispensing of raw material.

 To provide guideline for destruction of rejected raw & packaging material

 and date expired raw materials.

 To provide guidelines for disposal of all empty bags/containers of raw material.

 To provide guidelines for dispensing of Liquid.

 To lay down the procedure for cleaning the tools used for dispensing the raw materials.

 To provide a Standardized Operating, calibrating & recording procedure with an objective of

 achieving accuracy of weighing using precalibrated balances.

To provide guidelines for packing material control.

To lay down a procedure for reporting of all raw materials six months in advance

 Before their expiry

To provide guidelines for finished goods Transportation and receipt of raw material.

1. Worked with **Birla Sun life Insurance Co. Ltd.** Located at Thane as an **Office Executive** since October 2006 to 26 Sep 2014.

## Handling advisor related query.

## Handling Mails and coordinate with branches.

## Maintain excel data of advisors list which sent to branches.

## Sending payout related & other information related mail.

## Sending Neft rejection sms & other alerts.

* + CMS entry in software.
	+ Data maintain of all scanning documents & send to their operations Dept.

## Handling Input Data & Process the data in system

## STRENTH

* Adjusting Time & Work everyday
* Working with Systematic Arrangement & Standardized.

## COMPUTER KNOWLEDGE

Basic Computer Knowledge, MS Office

## HOBBIES

Playing Cricket, Listening

I hereby confirm that the above provided information is true to best of my knowledge and belief.

**Place : Mumbai**

**Date :**