**Kiran**

**Email:** **kiran-396295@2freemail.com**

Seeking challenging assignments that in the field of Management Information System Executive would facilitate the maximum utilization and application of my broad skills and expertise in making a positive difference to the Organization

**ACADEMIC QUALIFICATION**

* PGDM from IMS Dehradun –2012
* B.Com from Kumaon University - 2010
* Intermediate (10+2 )DDMDAV Public School Kashipur-2007
* Matriculation DDMDAVPublic School Kashipur2005.

## CERTIFICATIONS

* Ms office AutomationCourse Complete from Verma Computer
* Advance Excel FromRia InstitutionPreparation

Presentation’s in Microsoft

Power Point

## Office Suites & Databases:

* MS OfficeTools
* Tally Erp9

## PERSONALITY TRAIT S

* Optimistic & Persistent/Multi-tasking Strong Work Ethics & TeamDynamics Hardworking & FastLearner
* Flexibility & Adaptability to newculture
* Results-driven Work Approach Analytical & Problem-Solving Skills Coordination & CommunicationSkills Good Team Player/LeadershipSkills

PROFESSIONAL EXPERIENCE

**Bengaluru 17May’2019 – 10Sep’2019**

**Sr. career level**

**Process - Google Play Store**

**Key Deliverables :**

* + Review of all the application for play store and providing feedback for approval/rejection or changes based on the set parameters ofGoogle.
	+ Distribution of application files to teammembers
	+ Random audit and quality check ofapplications
	+ Coordination with WFM team for timely process ofapplications

**Bengaluru May’2018 –Mar’2019**

Process Consultant(Provider data management)

**Key Deliverables :**

* + Preparing performance tracker of team- target v/s achievements and circulating the reports with the team and the stakeholders
	+ Extensive usage of MS-EXCEL (Vlookup, Condition formatting, Filter, Removing Duplicates, Pivot table, andcharts)
	+ Filling providerdata.

**Gurgaon Jul’2015 –Mar’2017**

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### Sr.Practitnor (Insurance claim processor)

**Key Deliverables :**

* + Making insurance payment ofcustomer
	+ Preparing the day to day production report and sending reportto manger
	+ Audits insuranceclaim
	+ Resolve the customer query regarding paymentissue.
	+ Assigning file to team members & giving new updates to team members

**EXTRA-CURRICULAR ACTIVITIES**

* Attend NIIT classes for fifteen days organized by ourcollege.
* Visited an industrial trip to Titan Watch Workshop,Dehradun

**PERSONAL DETAILS**

* Date of Birth: 26th Aug1989
* Nationality:Indian
* Languages Known: English,Hindi
* Passport Details: Valid till28.05.2029
* Visa Status: Touristvisa
* Current Location: Dubai,UAE
* References:

 **Apr’2014–May’2015**

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### Sr.Practitnor (Insurance claim processor)

* + Prepare daily activity report ofemployee.
	+ Check the supervisionvisit.
	+ Maintain data for supplies billing and medlinebill.
	+ Handling and processing data of health check-up camps which was conducted and prepare a report on that and it needs to be sent to the higher-levelmanagement
	+ Extensive usage of MS-EXCEL (Lookup, Condition formatting, Filter, Removing Duplicates, Pivot table, andcharts)

Apr’2012-Jun’2013

**Junior Account Executive**

**Key Deliverables:**

* + Workonsalesandpurchase,journalentryofdaytodaytransaction.
	+ Maintaining register of sales tax and exciseduty.
	+ Preparation DVAT, TDS services taxetc.
	+ Knowledge of bankreconciliation.

**ACCOMPLISHMENTS**

Received outstanding award for operational excellence in Concentrix

Gurgaon

During training received certificate of star performer of the team in HGS Bengaluru

Received the certificate for discipline employee of the team in HGS.