|  |
| --- |
|  |
|  |
|  |

|  |  |
| --- | --- |
| Anilvictor Kondan82862057702/86, Alpha CHS, Shivganga Nagar, Near Childrens Park, Ambernath (E), Thane (Dist), Pin code - 421501anilvictor@gmail.com |  |

Objectives

To seek challenging assignment and responsibility, with an opportunity for growth and career enhancements as successful achievements for self and organization.

Education

April 1998 | Bachelor of Commerce (B.Com)

April 1993 | Higher Secondary Certificate (HSC)

April 1989 | Secondary School Certificate (SSC)

Additional Qualifications

ERP : SAP FICO
Certificate in Software Testing – Manual and Automation (QTP, QC, Winrunner and LoadRunner

Skills

Operating Systems : Windows 95/98/2K/XP
Office : MS Office
Web technologies : HTML, VB Script

Experience

Since January 8, 2018 – October 25, 2024|

Senior CRA
Cognizant Technology Solutions.

Airoli Navi Mumbai.

March 2023 onwards:
Currently part of the GBR / Corporate Security team.
Handling operations in the BCP/BCM team.
Interacting with the Business Units and Corporate Functions.
Interacting with Managers, Leads and collating data with regards to BIA, Risk Assessment and BC Plan for all Corporate Functions of the IT Tower and having them updated and uploaded to OneBCM and ServiceNow applications.
January 8th, 2018 – February 2023
Technical support and service or Telstra customers based in Australia.
Troubleshooting and assisting in case of issues arising in installation and setup of internet devices.

January 9, 2009 – January 2, 2012 | Senior CRA

Zenta Pvt. Ltd. | Fairmont, Hiranandani Gardens. Powai
Sales of Capital One credit cards by cold calling customers based in North America.
Explaining the various products available with the bank and providing lead generation for front line sales agents.
Providing various products for loans that can be availed by the customers as well as the EMI options based upon their credit scores.
First party credit card collections.
Report generation in MIS
Training new joinees

May 1998 – December 2008 |

Administrator

Glades Covenant Ministries

Airoli, Navi Mumbai
General office administration
Maintaining books of accounts, ledger, vouchers, etc
Recruitment of teachers for community schools (Balwadis)
Organizing community health related activities in slums
Assisting directors in fund raising activities and other activities
Coordinating with vendors for transportation, catering, security and other facilities.
Maintaining inward and outward registers for tracking of all modes of correspondence and communication.
Visiting schools, colleges and other institutions for securing volunteers for medical camps and other social activities.
Visiting the local police stations and other government bodies for obtaining permission for organizing social gatherings and other community activities.
Organizing special counseling activities for students and for people affected by incurable diseases and sickness.
Assisting the directors with secretarial work such as typing, filing, etc.
Preparing presentations in PowerPoint and other applications.

International Assignments

November 2006– December 2006 |

Show crew
Doha Asian Games Organising Committee |

Doha Qatar
In charge of the opening and closing ceremonies.
Preparation of costumes and cast for the events.
Making arrangements necessary for all cast and crew.

October 2005 – November 2005 |

Delegate

Haggai Institute|

Maui, United States of America
Attended International Christian ecumenical conference.
Active participation in all programs of the meet.

**Personal details :**

Passport # : Y9425684

 **Date of Birth : 27th January 1973**

**Marital Status : Married.**

**Religion : Christian**

**Mother Tongue : Telugu**

**Languages known : English, Hindi, Marathi and Telugu**

**Hobbies : Music, Football and watching movies.**