

CURRICULUM VITAE

MANOJ SHANTILAL NATHPOTANI

Contact No. 9158435882

HB/ Block 3/5,

Email ID – manojsn6468@gmail.com

Near Ashok theatre

Pimpri, Pune-411017

Objective:

To make a career in esteemed and reputed concern that provide me an opportunity to explore my capabilities.

Strength:

- ☐ Positive thinker.
- ☐ Ability to adjust in any type of environment.
- ☐ Maintaining discipline in every field.
- ☐ Independent in nature.
- ☐ Quick Learner
- ☐ Friendly with an upbeat attitude; Decision making skills with a positive approach
- ☐ Hard working and target oriented.

Work Experience:

1) EXL Services PVT LTD, Pune

As a Operation Executive from 12th July 2022 Till Date.

Key Responsibilities:

- ☐ Handling UK Based motor insurance problems.
- ☐ Working on Many different reports related motor insurance.
- ☐ Updating report on daily basis to Manager.
- ☐ Handling whole backend operation.
- ☐ Creating new customer motor insurance policy on company software
- ☐ Overriding additional premium and giving refund to customer through portal.

2)KOTAK MAHINDRA BANK, Pune

As a Co-ordinator and Backend Process from 07st Sep 2018 Till 31-05-2022.

Key Responsibilities:

- ☐ To Handle CD Finance Query.
- ☐ To Raise IT request in Remedy tool
- ☐ To Solve the Basic Problems of Regarding Loan.
- ☐ To Handle All Backend Process in Excel sheet
- ☐ Maintaining daily loan forms Excel Sheets
- ☐ Maintaining all Banking Activities.

3)S.K.CELLULARS, Pune

Billing Executive and Salesman from 01st Apr 2012 Till 01st Aug 2018.

Key Responsibilities:

- ☐ To Handle the Customers in Mobile Shop.
- ☐ To Solve the Basic Problems of Mobiles.
- ☐ To Sell Mobiles.
- ☐ To Identify Customers Mindset and Suggest The Best Deals.
- ☐ Maintaining Sales Bills in Billing Software.
- ☐ Recording all day to day transaction in Excel Sheets
- ☐ Maintaining all Banking Activities.

Educational Qualification:

DEGREE	NAME OF SCHOOL/COLLEGE	NAME OF INSTITUTE/UNIVERSITY	YEAR OF PASSING	GRADE%
T Y Bcom	Pragnya College of Management & Computer Studies	University of Pune	Apr -18	62.75%
S Y Bcom	Pragnya College of Management & Computer Studies	University of Pune	Oct - 17	53.33%
F Y Bcom	Pragnya College of Management & Computer Studies	University of Pune	Mar - 17	57.14%
HSC	Nirmal Bethany High School & Jr College	Maharashtra Board	Feb - 14	70.62%
SSC	EXTERNAL	Maharashtra Board	Mar - 12	62.36%

Computer Literacy

- ☐ MS-OFFICE
- ☐ Internet proficiency
- ☐ Acquired knowledge of Word, Excel, Power Point
- ☐ Typing speed 45 WPM.

Hobbies:

- ☐ To play football
- ☐ To interact with new people
- ☐ Ad Designing
- ☐ Listening to music
- ☐ Watching movies

Personal Details:

Full Name : Manoj Shantilal Nathpotani
Date of Birth : 06th June 1995
Sex : Male
Marital Status : Single
Languages Known : English, Hindi, Marathi, Sindhi

Declaration: I hereby attest that all information provided in this document is true to the best of my knowledge.

Date:

Place: Pune

MANOJ SHANTILAL NATHPOTANI