Shoyeb Patwekar
Process Associate

I'm Highly motivated and detail-oriented individual, I'm Graduated in **B.Sc Computer Science** and comprehensive experience in **Data Entry.** Seeking a challenging role where I can utilize my skills and contribute to the success of the organizations.

spatwekar95@gmail.com
9922373013
Panchgani, India
linkedin.com/in/shoyeb-patwekar

WORK EXPERIENCE

Process Associate
Tata Consultancy Services Pvt Ltd

01/2022 - 10/2023   *Remote, India*

Export documentation team for ZIM shipping project for US clusters.

Achievements/Tasks

- Generating Bill of Lading (BOLs) Document.
- Daily Target 30 BOLs per Day.
- Mail to Customers Regarding BOLs queries and send Email Drafts of BOLs.
- Senior delivery manager appreciation for maintaining 99.8% accuracy on my bills.
- Conducting DRM, weekly connects to re-iterate process knowledge, improve accuracy & provide updates with upcoming change in process.

Data Entry Operator
Wintech Institute of Computer Education

08/2019 - 04/2021   *Panchgani, India*

Working as IT support & Office Assistance at Panchgani Municiapl Council, Panchgani

Achievements/Tasks

- Working as Office Assistance.
- Maintaining Emails, Documents, Invoice, Letter as per Office Head.
- Creating Documents , Excel file, Presentation as per given information regarding various subject.

Support Specialist
Yardi Software India Pvt Ltd

11/2018 - 07/2019   *Pune, India*

Achievements/Tasks

- Support Specialist in R-Cash IPC Team.
- Target 700 Bills per days. Number Data Entry.
- Update Details in Yardi Software.

EDUCATION

BSc Computer Science
Shivaji University

07/2014 - 06/2018   *55.65%*

HSC Sicence
Maharashtra State Board

06/2012 - 06/2014   *47.85%*

SSC
Maharashtra State Board

06/2010 - 06/2011   *63.27%*

SKILLS

Data Entry · English Typing 40 WPM · MS Excel · MS Word · Ms Power Point · Email · It Hardware · Bill of Lading · Attention to Detail · SPO · DMT · Documentations · Root Cause Analysis · Tally EPR9 · Agile Methodologies · Audit · Quality Analyst

ACHIEVEMENTS

Swachh Bharat Mission 2021 (2021)

Xcelerate Warrior (2022)

PERSONAL PROJECTS

Swachh Bharat Mission 2021 (08/2020 - 03/2021)
- CLEANEST CITY IN WEST ZONE

CERTIFICATES

MSCIT [94%] (01/2013 - 06/2013)

English Computer Typing 40 WPM [75.5%] (07/2017 - 01/2018)

Klic IT Hardware [62%] (01/2018 - 06/2018)

CERTIFICATION OF COMPLETION

Computer Application with Accounting (MITCON) (12/2017 - 02/2018)

Advance Microsoft Excel (Tata Steel) (01/2020 - 05/2020)

Communication Skills (TCS iON) (03/2021 - 04/2021)

LANGUAGES

English
Professional Working Proficiency

Hindi
Full Professional Proficiency

Marathi
Professional Working Proficiency

INTERESTS

Listening Songs · Watching Cricket · Learning Computer Language · Travelling