

YOGESH DAYANAND CHOUGHULE

yogeshchoughule123@gmail.com

7506166181

SUMMARY

With 2+ years of experience in data analysis & management, communication, and collaboration, I am confident in my ability to drive successful projects from start to finish. My strong analytical skills and attention to detail have allowed me to consistently deliver high-quality results for my clients/employers. I am excited to contribute my skills and experience to a dynamic organization that values innovation and professional growth.

CAREER OBJECTIVE

enhance my skills and further my career by filling the position of MIS Executive in well-established organization.

SKILLS

- Proficient in Microsoft Office, including Excel, Word, and database management tools
- Knowledge of MIS software and systems
- Strong analytical and problem-solving skills
- Ability to work in a team and independently
- Leadership Skills

EXPERIENCE

| | |
|-------------------------|--|
| Apr-2016 - Sep-2018 | ANAND INDIA PVT LTD |
| CUSTOMER CARE EXECUTIVE | I WORKED AS CUSTOMER CARE EXECUTIVE AND RESPONSIBILITY WAS HANDLING THE CALL AND RESOLVED CUSTOMER COMPLAIN ABOUT SMALL GADGETS LIKE SMALL ELECTRONIC PRODUCT |
| Jan-2019 - Oct-2019 | EPI CENTRE |
| CUSTOMER CARE EXECUTIVE | I WORKING IN LG PROCESS AND RESPONSIBILITY WAS HANDLING LG PRODUCT RELETED CALL AND RAGISTER COMPLAIN AND ASLO CUSTOMER WANT NEED SOLUTION ABOUT LG PRODUCT RELATED SO GIVEN IT ON CALL. |
| Nov-2020 - Dec-2021 | HDB FINANCE PVT LTD |
| COLLECTION EXECUTIVE | I WAS A COLLECTION EXECUTIVE AND I CALL TO CUSTOMER FOR PENDING DUE OF CREDIT CARD BILL PAYMENT |
| From: Dec-2021 | MAHENDRA BROTHERS EXPORTS PVT LTD |
| MIS EXECUTIVE | MY JOB ROLE IS MIS EXECUTIVE AND IM DOING UPDATE MIS REPORTS IN DAILY BASES AND PROVIDE COMPILE AS PER SEALS DEPARTMENT REQUIRED AND COORDINATE WITH SEALS DEPARTMENT ON OUTLOOK AND CALLS AS WELL AS WORK ON MULTIPLE EXCEL SHEETS AND ALSO ACCEPTING DIAMOND PURCHASE ORDER, PROVIDE PO TO HODs AND ALSO UPDATE PURCHASE ENTRY IN WORD AND OUT WORD IN EXCEL SHEET. |
| Jun-2024 - Till Today | DONEAR |
| MIS EXECUTIVE | I WORK AS MIS EXECUTIVE AND MY RESPONSIBILITY ARE SEALS PERSON GIVE THE ORDER FORM WHICH THEY TOOK ORDER PARTICULAR STATE WISE THEY FORWARD ORDER DETAILS ON WHATSAPP AS WELL AS MAIL. ACCORDING TO ORDER FORM I HAVE TO CHECK THE DETAILS CAREFULLY TO ENSURE ALL NECESSARY INFORMATION IS PROVIDED PROPER MANNER LIKE FABRIC STYLE NO AND QUALITY.AFTER THAT I UPDATE ALL ORDER DETAILS PUT IN SOFTWARE(WMS).AND INFORM TO WEREHOUSE TEAM. |

EDUCATION

| Degree/Course | Institute/College | University/Board | Year of Passing |
|---------------|----------------------|-------------------|-----------------|
| SSC | ABHINAV VIDYA MANDIR | MAHARASHTRA BOARD | 2012 |

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|-------|----------------------|-------------------|------|
| HSC | ABHINAV VIDYA MANDIR | MAHARASHTRA BOARD | 2015 |
| B.COM | ABHINAV VIDYA MANDIR | MUMBAI UNIVERSITY | 2019 |

STRENGTHS

I am self-motivated and keep patience in any situation.

PERSONAL DETAILS

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|-----------------|--|---------------------------|
| Address | E207 ANAND NAGAR VIMAL DAIRY LANE BHAYANDER EAST, MAHARASHTRA, 401105 | |
| Date of Birth | 17-10-1996 | |
| Gender | Male | |
| Nationality | INDIAN | |
| Marital Status | Single | |
| Languages Known | MARATHI HINDI ENGLISH | |
| | | YOGESH DAYANAND CHOUGHULE |