

## SATISH SAKHARAM TELANGE

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Address:- Bldg No 8, Room No 209, Shivsagar Society, Near RNA Park, Vashi Naka, Chembur, Mumbai-74.

### Objective:-

Confident work successful at increasing monthly revenue using insightful marketing strategies and aggressive product development. Skilled at understanding customer and employee requests and meeting needs. Furthers success by strengthening staff training, streamlining internal systems and facilitating sales techniques.

### Personal Information:-

Father Name : Sakharam T. Telange  
Date Of Birth : 15/06/1990  
Gender : Male  
Marital Status : Married  
Nationality : Indian  
Languages Known : English, Marathi and Hindi  
Hobbies : Listing Music

### Academic Profile:-

Degree/Course	Institute/College	University/Board	Percentage/CGPA	Year Of Passing
SSC	Gauridatt vidyalay	Board of Maharashtra	59%	2006
HSC	D.V.M College	Board of Maharashtra	67%	2008
S.Y.BCOM	Yashwant Rao University	Yashwant Rao University		APPEARING

### Skills:-

- MS-EXCELL, WORD, POWER POINT
- Power BI, Tablue, DTP
- Quick Learner
- Ability to work Independently

### Experience:-

#### ❖ **MASTERCARD, Navi-Mumbai, Maharashtra**

##### ➤ **Technician (Data Management) (Feb 2021 to Aug 2024)**

- Responsible for maintaining and updating database to ensure above 98% accuracy.
- Working various type of project just like (Aus PII, Medical PII, Canada, Monitoring, Treadstream, Rent, Ton, Revenue, Aus Entity).
- Given Project training to new team member & after that taken Quality test also.
- Working as a Project head to allocate work for team member & Submit project before Submission with Quality.
- Extracted Pay stub with 0 Error. (with all income details).
- Doing Floor Support while getting Flow for Live Paystub.

## ❖ D-MART, Mumbai, Maharashtra

### ➤ PUP OFFICER (Store Manager) (Aug 2019 to Dec 2020)

- Daily accurate creating GRN.
- Handling Daily stock (Maintain Damage stock, Found & Loss Stock, GR BOOK Daily proper maintain entry with Book & Excel also).
- Positive customer experience by ensuring excellent customer service and resolving customer complaints in a timely manner.
- Supervised a team of 6 employees, creating schedules, creating a monthly roaster with break time, providing training, and conducting performance evaluations.
- End of Day before closing calculated business profit by (online & offline).

## ❖ FUNDRLABS, Navi-Mumbai, Maharashtra

### ➤ Back Office Executive (Dec 2018 to Aug 2019)

- Daily handling of customers documents.
- Coordinate with customers for pending documents with proper sign.
- End of the day, maintain proper individual customer file as well as maintain data in an excel file.
- Coordinate with other department as well as bankers also to get status about customer credit card.
- Resolved customer inquiries and concerns promptly.
- Every weekend taking follow-up with customers.

## ❖ HVAC PVT. LTD., Mumbai, Maharashtra

### ➤ ADMINISTRATIVE WORK (Jun 2014 to Nov 2018)

- Making Different type of Quotation Bill.
- Handling Ware house to maintain all stock in warehouse.
- Resolved Customer Queries & provide some offers to re-contract with us.
- Positive customer experience by ensuring excellent customer service and resolving customer complaints in a timely manner.
- Visit site as a supervisor.
- Manage technician staff daily schedule service list to all technician then travel arrangements for Techniciation.
- Conducted performance reviews and feedback sessions to drive individual and team growth.
- Managing documentation and filing systems.
- Developed and implemented improved operational processes that increased efficiency by 20%.
- Every end of day called with customer performance review & get feedback about service.

#### **Declaration:-**

All the above information is correct up to my knowledge and I bear the responsibility of the correctness.

Place:-

Date:-

(Satish Sakharam Telange)