**Miss. Suchita Bhimrao Patil** Phone: +91- 7276175004

E-mail:suchipatil02@gmail.com

## *Objective:*

MIS Specialist seeking position with a well-established organization where my experience can be used for the well-being of the Company.

## *Educational*

Bachelor’s Degree in Computer Science.

Swami Ramanand Teerth Marathwada University, Nanded.Top of Form

Bottom of Form

## Skills Set:

**Platforms:** Windows XP, Windows 7/8,Windows-X

**Database:** MS-Access.

**Microsoft Excel Skills**: MS Excel, MS Power Point, Pivot Table, Graph, Reports & Dashboard, V-look up, H-Look Up, Mathematical Formulas, Logical Formulas, Advance Excel, Macros And VBA.

**Salesforce:** CRM Functionality, Workflows, Triggers, Custom label & Settings, Profile, Permission Set, Salesforces Admin.

## *Work-Experience*

**Company name: Life Insurance Corporation (LIC)**

**Designation: Computer Operator**

**From:** 1\_July\_2013 to 31\_June\_2014

**Role :** 1) Handle the customer data files in Excel-sheet.

2) Record and maintain the customer personal Files.

3) Filling the policy form of customers.

4) Making accounting entries.

5) Best practicing in V-lookup.

**Company name:** **Active Associates**

**Designation: Computer Operator**

**From:** 8\_Mar\_2015 to 1\_Jan\_2016

**Role:** 1) Maintaining online MIS weekly and monthly.

2) To setting target for field executive.

3) To setting feedback from executive for given cases and report to agency & respective manager.

4) To prepare report in given format with proper remark.

**Company name: SkyBird Technology**

**Designation: MIS Executive**

**From:** 20\_Jul\_2016 to 19\_Jul\_2017

**Role :** 1) Handle the data files in Excel-sheet.

2) Record and run the macros in excel sheet

3) VBA macros used in MIS.

4) Using Dashboard & MIS reporting.

5) Best practicing in V-lookup,

6) Body Language, Problem solving, Team work.

**Company Name: Liberty General Insurance Ltd.**

**Designation: MIS Specialist**

**From:** 29 July 2019 to till date

**Roll**:

1. To create Hospital Code & Empanelment process.
2. Handle Cashless claims.
3. Maintaining MIS weekly and monthly.
4. To create reports & Dashboards by using Pivot with graphical charts.
5. Handover data to team member.
6. Managed everyday back up on LAN and ensured restoration of information.
7. Ensured compliance to software licensing rules.

## *DECLARATION*

I hereby declare that the particulars mentioned in this document are true to the best of my knowledge and belief.

Place: Pune Thanks & Regards,

Date: Suchita B. Patil