

Name: Raina.I.bagewadi
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SHOREWISE CONSULTING PRIVATE LIMITED COMPANY, was engaged as a MIS Executive and Global Compliance Analyst.

Responsibilities:

- Maintaining daily reports of team performance.
- Co-ordinating with team to get updates on their candidates.
- Prepares reports by collecting, analyzing, and summarizing information.
- Communicate clearly to superiors and give understandable instruction to subordinates.
- Maintaining legal files and research and obtaining approvals from the company.
- Going through the agreements and following up with them as per company policy.
- Contributes to team effort by accomplishing related results as needed.
- Research and creation of reports on Ceipal for team performance.
- Performing data analysis for generating reports periodically.
- Problem-solving of the recruiters and the company.

SAI COMPUTERS CENTRE INSTITUTE BELGAUM, was engaged as MIS Executive and Assistant for 3years.

Job Responsibilities:

- Discover the most suitable solutions for any problem at hand.
- Checking all the updates of the institute.
- Collecting the institute data of all the students
- Preparing reports on the bases of the fees paid by the candidate.
- Follow-up with the candidates enrolled.
- Storing the personal information of all the candidates for future use.
- Maintaining candidate's performance report.
- Collecting raw data of all the candidates from the faculty.

Skills Enriched:

- Effective communication and interpersonal skills with ability to interact with the management.
- Good in team work with lots of patience and co-operation.
- Good knowledge with V6 tool.
- Good knowledge with Jira tool.
- Excellent knowledge in google sheets.
- Quick learner with a desire to work in a team-oriented environment and independently as well.
- Excellent knowledge in MS Advance Excel, Word, Power-point, Outlook, Tally.
- Excellent in problem-solving and time management skills.
- Fluent in English.
- Leadership qualities.
- Has a good observation and active listening skills.
- Good in presenting seminars, debates, training and conducting events.

Educational qualification:

Bachelor of Business Administration (BBA) - 2016.

Certificate:

Certified with "A" in Basic Computers, Advance excel, Tally ERP 9.

Proficiency in Computer:

MS Word/MS Excel/PowerPoint Presentation, Tally ERP 9.

Language Known:

English/Hindi/Kannada.

Personal Details:

- Marital Status: Unmarried.
- Date of Birth: 30th May 1995.
- Gender: Female.
- Hobbies: Reading novels, and painting.
- Minimum joining time required: Immediate Joiner.
- Fixed CTC as per company's standard.
- Address: Flat No 204, Royal Residency, Main Road, Sadhashiv Nagar 3rd cross, Belgaum-590001 (Karnataka).

