**PARIKSHIT JAVALKAR**

**Contact No: 9833526260, Email ID :Parikshit.javalkar@gmail.com**

Add: Flat No301, Bldg No 16, Krish Appartment, B-Cabin Road, Navare nagar, Ambernath (E) Mumbai- 421501,India. ****

*Seeking a position to utilize my skills and abilities in an Industry that offers professional growth while being resourceful*****

**PROFESSIONAL EXPERIENCE**

**BVC Logistics Pvt Ltd April’19 – Till Date**

**Sr. Associate**

* Managing and handling Logistics part of front end like sales and collection.
* Managing and responsible for the business Development of regular event in the jeweler world.
* Maintaining proper co-ordination with the client for Annual Contract Renewal (ACR) on year basis.
* Maintaining records for collection of events and freight charges of client as per the invoices.
* Regular email updates and calls to customers regarding new updates on events and logistics part.
* Coordinating with operation and billing team to resolve the miscellaneous issues of the clients.

**One Assist Consumer Solution. Jan’18 – Mar’19**

**Sales and Customer Services**

* Responsible for day to day attending email of the customer and data of the customer for passing the mobile insurance with the help of portal.
* Inform customer to provide the required documents as per the process for passing the insurance.
* Handling high profile customer with very decent manner to avoid any miscommunication on the same.
* Attending Email Tickets of the customer related to their Mobile Insurance plan query.
* Handling escalation mails of the customer, if any by coordinating with the concerned team and get the issue resolved.
* Preparing dashboard as required by the head of the department.
* Coordinating with operation team to resolve the miscellaneous issues of the customers.
* Any other work assigned by the manager.

**Geolife Agritech India PVT LTD. Jun’15– Sept’17**

**Sales Coordinator**

* Responsible for day-to-day operations which include organizing sales visit for team members and operating complete coordination with customers and team member requirement.
* Regular communication between sales professional and external client for better opportunity.
* Respond to complaints from customers and give after sales support when requested.
* Pull all required data in Excel sheet to maintaining and preparing dashboard reports as per required by senior management.
* Organize office and assist associates in ways that optimize procedures and Sort and distribute communications in a timely manner.
* Create and update records ensuring accuracy and validity of information and schedule and plan meetings and appointments.
* Monitor level of supplies and handle shortages also resolve office-related malfunctions and respond to requests or issues.
* Coordinate with other departments to ensure compliance with established policies
* Maintain trusting relationships with suppliers, customers and colleagues

**GENERAL MILLS (GBS) Nov’12 – May’15**

**Business Development Executive (Sales Department)**

* We as a team is responsible for analyzing and verifying customer invoices against our Champions Rebate program, provide business development opportunities and analysis of various data & reports for the Category management & Food Service Division. We also support a wide variety of reporting and analytical tasks for our Cat Man for both C-Stores and FSD (from basic reporting to advanced analytical methods).
* We are receiving data on quarterly and semi annually from FCS and with the help of that data we validate and give rebates to the customers for Retailers, Independent Distributors chain and Stores level accounts.
* Received data via Email on Monthly, Quarterly and Semi-Annually bases.
* Working on large files with the help of pivot table and vlookup to sort the data in proper format.
* Preparing complete regional rank reports with the help of DOF & SAP Tool (SQL Bases & Excel) on daily & monthly basis and QC’s the report to distribute US Sales team.
* Defined standardized and automated reporting processes for preparing monthly and quarterly & annually sales trade reports
* Resolving the error from the reports with help of validation tools and verifying the data.
* Proficiently use a variety of reporting and analysis system tools like Business Intelligence, Info metrics, Impulse, IRI, Nielsen, Bex Tools, Share point & SAP reports to verify customer performance for the promoted time period.
* Responding to sales queries via phone, e-mail and in writing.
* Communicate with FCS regarding invoice/performance discrepancies to the sales team and request for exceptions if applicable.
* Able to monitoring & handling large data files in Excel, data manipulation & sorting of data etc.
* Maintaining Proof of track log for validated accounts, Payment process accounts & Exception accounts.
* Plan and manage the distribution of reports to US Team as per agreed timelines.
* Using protocols we provide complete the details of validation & prepare check to the customers in the given time frame.
* Provide a live presentation on monthly bases for the progress of process and find out the loop hole in the process where we are lacking behind and try to improve on those points asap.

**CALIBERPOINTBUSINESSSOLUTIONS Jan’05 – Nov‘12**

**Customer Services Executive**

* Worked with US based client for their fixed income and structure finance arm who is one of the biggest financial data providers on Asset backed securities like CDO, CMBS and RMBS, and also on various derivative products and modeling of reports indices.
* Found the deals prospectus from the US Securities websites & inputted the relevant information from Prospectus in the proper product templates and also auditing the inputted data by others.
* Uploaded the data on the client server and prepared Query Log sheet; prepared error reports for the Audited data.
* Preparing a format in the table of the data with help of pivot table and Posting the data to particular investment banking
* Mapped the deal tickers in WMT application; found the errors in Mapping and also resolved the mapping errors.
* Informed the clients to change the necessary data in system and assigned work to the team and also trained new joiners. Prepared PRM (Process Reviewing Meeting) with the help of Power-point for the monthly status of the group.
* Handling Month End Pay Cycle on every month as per client’s requirement.

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**ACADEMIC**

**Bcom**

**Mumbai University**

**Higher Secondary School Certificate**

Mumbai University

**Technical Skills:** MS Office (Excel, Word, Access & PowerPoint), Windows 2010 & 2013,

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**Date of Birth:** 13th January 1980