

Simanchal Navin Panigrahi

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B/309, Krishna Leela Apt, Gothivali Gaon,
Rabale Navi Mumbai - 400701

Summary

- Seeking a challenging and responsible position in an organization, where I can apply my previous experience and technical versatility, which utilize my technical and interpersonal skill and provide me opportunities to expose or learn more.

Skills

- Highly proficient with the advance excel, power point, Microsoft word
- Strong organizational and prioritization skills along with keen attention to detail.
- Proficient in making dashboard, presentations
- Good interpersonal and organizational skills, with an ability to work both independently and collaboratively.

Experience

SS&C Fintech India Services Pvt Ltd, Team Lead (07/2020 to till date)

Airoli, Navi Mumbai

- Creates and develops all aspects of presentation, dashboards at management level
- Preparing headcount, attrition, recognition & awards report on monthly basis
- Works closely with all the senior managers and directors
- Master in excel work with creating formulae
- Working on AOM report and prepare presentation ppt's for the calls and discussion.

ATOS Syntel, Senior Associate (07/2017 to 06/2020)

Airoli, Navi Mumbai

- Preparing Attrition report for internal management
- Making productivity data for internal management
- Preparing 2nd QC & FTE data for managers and Client on weekly basis
- Preparing rolling FTE for client on weekly basis.
- Preparing System Outage data for client on weekly basis
- Preparing Monthly 2nd QC & FTE report for client.
- Handing two processes such as Fund & Platform to make data.
- Preparing Org Chart by their process and team
- Preparing monthly fund governance deck and Platform deck

● **State Street Syntel Services Pvt. Ltd, Financial Analyst (12/2010 to 06/2017)**

Airoli, Navi Mumbai

- Dealing with UK clients funds into our system
- Preparing various work type process manual required by management team
- To identify where the process has to work upon in reducing the invalid referrals
- Handling the team in absence of team leader and solving the queries of the team
- Award has been received from the UK client for best performance in the team
- Preparing incentive file for departments

● **Calibher India Private Limited on contract basis in Syntel Ltd, Analyst (06/2010 to 12/2010)**

Airoli, Navi Mumbai

- Dealing with UK clients funds into our system
- Preparing various work type process manual required by management team
- Award has been received from the UK client for best performance in the team

● **HBL GLOBAL PVT LTD. in back office of HDFC BANK, Operation Executive in MIS (11/2006 to 05/2010)**

Lower Parel, Mumbai

- Quality Checking of HDFC Credit Cards application
- Regular sending the Credit Card audit report to Location
- Preparing Pan India MIS Report for ADM Channel of Loans
- Preparation of Daily sales Report for HDFC Bank Asset Dept
- Monthly Basis Dashboard for all Location with Product wise
- Co-Ordinate with the Assets Desk Manager/Region Head/Product Team
- Preparation of different types of Report as per Req. of Channel Manager

● **M/s Lambason Hotel & Restaurant Pvt Ltd., Store- Keeper & as well as Cashier (07/2005 to 10/2006)**

Colaba, Mumbai

Job Description:

- Handling all inventory goods and Stock & maintain records in Computer
- Handling all Cash and deposit in Company Account
- Making bills & removing the report on daily Basis

● **Extra Activities and Hobbies**

- Participated in NSS (National Social Service) in the college
- Loves to play with children's
- Likes to go for an outing with friends

● **Declaration**

The details furnished above are true to the best of my knowledge and I assure that, I shall discharge my duties for the entire satisfaction of my superiors if given a chance.

Date:

Place:

Signature