

Name: Vijaya Sunil Helekar

Mobile: 08850244870

Email: helekar.vijaya@gmail.com

OBJECTIVE: Seeking a successful career as a qualified professional in the field of Management in a revered & growth-oriented organization, endeavoring for excellence in the same by employing the knowledge and experience gained in the industry.

- **CMS info system as Assistant Manager (OATS TEAM) (Client SBI), of the Company from Aug 2020 Sep 2024 Date.**
- **Pharmarack Technologies Pvt.Ltd as EA and Admin to CCO, founder & co-founder of the Company from May 2019 to March 2020.**
- **5year 6months with CIPLA business technology team for SAP project, LIMS project and ELN project from 12th February 2013 to till 14th August 2018.**
- **7 months with Newtech Computer Service Pvt. Ltd as HR Assistance from June 2011 to Jan 2013.**
- **1 year 4 months of experience with IMPRESARIO ENT & HOSP PVT LTD (MOCHA MOJO) as Shift manager from Feb 2010 to June 2011**

PROFESSIONAL WORK EXPERIENCE

CMS Info systems Ltd

From Aug 2020 to Sep 2024

Assistant Manager (OATS) (Client SBI)

Key Deliverables:

- Handling and managing entire OMS- User Management.
- Daily monitoring module on productions and Creating user, modification, deletions on bank Moni Manager portal as per request.
- Monitoring ATM status, maintaining updated of raised ticket, EJ, Remote management, Reports, Transaction Analysis, Configuration, Rule management, Data Management and Dashboard monitoring.
- CR Management all the CR was approved and verified before the implementation.
- Preparing and monitoring Test cases and documentation on WAR file (OMS) and testing on real time DATA (UTA and PRODUCTION).
- Updated and maintain Version Control (OMS) Documentation and policies.
- Policy Management Documentation (ISD).
- Assist in the preparation of regularly scheduled reports, verifying all the reports if there are any bugs/defect need to follow up until the resolution.
- Provide First level escalation for bank queries and requirement, and also ensure appropriate response to bank.
- End point monitoring and escalation.
- Data management, Data purification, Data Validation (OMS, CRM, SWITCH/ESQ).

PROFESSIONAL WORK EXPERIENCE

Pharmarack Technologies Pvt Ltd

From May 2019 to March 2020

Executive Assistant cum Admin to Chief Commercial Officer

Key Deliverables:

- Assist in the preparation of regularly scheduled reports.
- Managing the daily/weekly/monthly agenda and arrange new meetings and appointments.
- Provided value added services like Project petty cash maintenance, travel desks, Stationery and other value-added services.
- Providing strong secretarial support to the CCO to manage his workload and activities.
- Providing support to BD team working on immense of data, Analyzing, mapping, sorting, reviewing, Drafting and preparing reports, presentations, Letter and other documents.
- Coordinating and maintain the electronic calendar of the CEO, including or organizing of all appointments, Meetings, travel arrangement, attendance of conference and seminar.
- Organize and facilitate staff meetings, workshop and board meetings.
- Order office supplies and research new deals and suppliers.
- Liaise with executive to handle requests and queries from senior managers.
- Handling all the queries of the employees. Be it related to Salary, Leaves, Attendance etc.
- Also provides administrative support, AMC, contracts, license, processing expense claims and invoice approvals.
- Provide high-level administrative support by preparing statistical reports, handling information requests, arranging conference calls, and scheduling meetings.
- Support the CCO's attendance and participate in a range of external meets through filing and timely provision of minutes, agendas, supporting documents undertake project work as required.

CIPLA LTD

From Feb 2013 to Aug 2018

Business technology Team (EA Cum Project Admin)

Key Deliverables:

- Assist in the preparation of regularly scheduled reports
- Update and maintain office policies and procedures
- Order office supplies and research new deals and suppliers
- Liaise with executive to handle requests and queries from senior managers
- Ensure Appropriate Communication at All Staff Levels.
- Handling all the queries of the employees. Be it related to Salary, Leaves, Attendance, and Transfer etc.
- Organizing Events & Activities for Project
- Ensure A Motivational Climate in The Organization.
- Provides administrative support for the Cipla, Documentation reviewing and formatting, processing expense claims and invoice approvals and taking accurate meeting minutes including events and meetings and organizing bookings
- Coordination with purchase team for end to end activities for IT purchasing.
- Maintaining and rendering medical first aid to workmen of the site, as and when need arises.
- Implementing all rules, procedures, directives etc.
- One point of contact to raise all purchase requisition related to IT for services, computer consumables, licenses and AMC in SAP system.
- Maintained rapport with customers, managers, and employees by arranging continuing contacts; setting priorities; resolving problem situations.
- Provide high-level administrative support by preparing statistical reports, handling information requests, arranging conference calls, and scheduling meetings.
- Managing the daily/weekly/monthly agenda and arrange new meetings and appointments.
- Provided value added services like Project petty cash maintenance, travel desks, Stationery and other value added services.
- Project SPOC for around 120 employees.

Newtech Computer Service Pvt. Ltd

HR Assistance

From May 2012 to Dec 2012

Key deliverables:

- Negotiated and reviewed contracts with external recruitment partners, and streamlined the organizations recruitment strategy
- Designed, planned and implemented a series of training programmers' in conjunction with outside vendors
- Facilitated the rebuilding of the organization's HR function and brought recruitment in-house, which resulted in significant cost-savings

IMPRESARIO ENT & HOSP PVT LTD (MOCHA MOJO)

Shift Manager

From Feb 2010 to June 2011

Key Responsibilities:

- Acted with integrity, honesty and knowledge that promote the culture, values and mission of Mocha Mojo.
- Maintained a calm demeanor during periods of high volume or unusual events to keep store operating to standard and to set a positive example for the shift team.
- Recognized and reinforced individual and team accomplishments by using existing organizational tools and by collaborating with store manager to find new, creative, and effective methods of recognition.

EDUCATIONAL QUALIFICATION

Degree/Diploma	College/University	Year of Passing
Bachelor of Arts	Mumbai University	2016

COMPUTER EXPERTISE

- SAP system (Purchase Creation)
- Moni Manager SBI portal
- Computer Fundamentals
- MS Office (Word, Excel, and Power Point)
- Tally
- Internet savvy

GENERAL SKILLS

Developing and implementing procedure for improving quality. Good management, leadership, communication, analytical and inter person skill allowing me to work efficiently and seamlessly in a domestic or international environment.

PROFILE & STRENGTHS

- Good Interpersonal skills and a zeal to Learn and grow
- Dedicated, flexible, confident, versatile and a quick-learner
- Hands on preparing documents and agreements

ACTIVITIES AND INTERESTS

- Cooking
- Travelling
- Music

PERSONAL DETAILS

- Date of Birth : 29th April, 1992
- Nationality : Indian
- Marital Status : Married
- Languages Known : English, Marathi, Hindi and Tamil

Declaration: I hereby declare that the above-mentioned information is correct up to my knowledge, and I bear the responsibility for the correctness of the particulars.

Vijaya Sunil Helekar