**RESUME**

**NAME : SUDESH KASHIRAM SHIRKE**

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**Career Objective:** To obtain challenging and responsible position by doing hard work in an organization which

will utilize my skills and turn help me to contribute extensively to the growth and success of the organization.

**ALADEMIC CREDENTIALS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **QULIFICATION** | **INSTITUTION** | **BOARD/UNIVERESITY** | **YEAR OR COMPLETION** | **PERCENTAGE** |
| **10TH** | **M.V.M RATWAD HIGH SCHOOL** | **MAHARASHTRA STATE BORD / MUMBAIUNIVERSITY** | **MARCH-2011** | **63.20%** |
| **12TH** | **D.G.TATAKARE ARTS,COMMERCE & SCIENCE JR COLLEGE, TALASHET** | **MUMBAI UNIVERSITY** | **FEB-2013** | **64.17%** |
| **B.COM** | **TIKAMBHAI METHA COMMERCE COLLEGE MANGOAN** | **UNIVERSITY OF MUMBAI** | **APR- 2016** | **50%** |

**EXTRA KNOWLEDGE:-**

(C.C.C.) Course On Computer Concept

English typing passed (40 speed)

I.T.I PASSED IN 69%

[Trade-(COPA) Computer Operator And Programming Assistant.]

**PERSONAL INFORMATION:**

**Name :** **SUDESH KASHIRAM SHIRKE**

**Date of Birth :** 23/04/1995

**Martial Status :** Unmarried

**Nationality :** Indian

**Religion :** HINDU

**Language Known :** Marathi, Hindi & English

**Hobbies :** Listening Music, Playing Cricket,

Computer Play Game, Carom

**WORKING EXPERIENCE:-**

**1. COMPANY : SUTHERLAND GLOBAL SIRVICES IN (10 MONTH)**

**DESIGNATION : CONSULTANT.**

**2. COMPANY : Mumbai Port Trust (Govt.) INTRENSHIP TRAINING**

**(period-23-05-2017 to 22-05-2018) 1years**

**Designation : computer OPERATOR**

**3. HDB FINANCE SERVICE (6 MOTH)**

**DESIGNATION :- Junior Officer (Credit Card Process).**

**Duration.**  : Jun 2018 To Dec 2018

**Description.**:1. Handling credit card forms processing and checking and customer

verification of documentation of customer. And feed the forms in the

system.

2. Responsible for operational activities

3. Liaising with the Credit team,sales team and local operation team.

4. Knowledge of legal document.

5. Handling mails for PAN India regarding queries and resolving the sam

within the stipulated TAT.

6. Handling escalation, Audit queries and phone calls

7. Worked in the retail asset operation

8. Preparing and publishing weekly, monthly MIS to senior management

9. whole teams errors are being solved by me

10. Handling team and their queries.

IDBI FEDERAL LIFE INSURANCE COMPNAY LTD.

**DESIGNATION** : Computer Operator/ Quality Checking

**Description** : Import and erxport banking work as a data entry operator

**DECLARATION :**

I, her by certify that, call in formation provided here is correct to the best of my knowledge.

Place:

Date: (**SUDESH KASHIRAM SHIRKE)**