

Ebenezer S. Gladwin

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PROFESSIONAL SUMMARY

Goal oriented individual dedicated to high level of meeting aggressive business goals and customer satisfaction, where I can maximize my management skills, quality assurance, program development, and training experience.

EXPERIENCE

BPS ASSOCIATE (Capital One Bank, USA)
Wipro, ltd. – Pune

12/07/2017-12/07/2018

- Settle customers disputes of the credit reports and update to the credit reporting agencies of the USA (Equifax, Experian, TransUnion, and Innovis).
 - Ensures that all the data entries have been properly filled into customers credit card accounts and reflects the same into company's computer systems as further processes rely on the data we entered.
 - Identified problematic data during the entry and comparison process.
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SKILLS AND ABILITIES

Technical Skills:

- data entry and management
- knowledge of key accounting principles and procedures
- Microsoft Office oriented such as:
-Word - PowerPoint - Excel

Hindi, Marathi, and English language proficient

Entrepreneurial Skills:

- Attention to detail
 - Information gathering and management
 - Capable of preparing concise reports highlighting significant issues along with practical solutions
 - Ability to track payment processing, and resolve discrepancies in invoices
 - In-depth information about keeping general ledgers updated
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EDUCATION

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| MBA (Finance) Savitri Bai Phule Pune University, Pune | Perusing |
| B.com Sant Gadge Baba Amravati University, Amravati | 2016 |
| 12 th Board Maharashtra State Board, Pune | 2011 |
| 10 th Board Maharashtra State Board, Pune | 2009 |

I hereby certify that the above information is true and correct to the best of my knowledge.

Ebenezer S. Gladwin
Applicant's Signature