**Shaik Abdul Ashwaq**

# Contact: +91-8919869109

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***CAREER OBJECTIVE:***

To work hard in team by anticipating and meeting the challenges that arises in

the contemporary competitive business environment. If provide with an opportunity

I shall try my level best in satisfying my superiors in rightful discharge of my duties.

**EXPERIENCE:**

* Working as a ‘Quality Analyst’ in First American India from April 2019.

**ROLES AND RESPONSIBILITIES:**

* Working on different types of Mortgage and Deed Documents of ‘United States’ and maintaining the quality database for the company.
* Verifying and Analyzing the document details which are processed by the Data Entry and Research Department and making necessary corrections if required.
* Identifying errors in the database and sending feedback to the concerned team.
* Guiding the process information to new team members.
* Focusing on process updates and doing extensions for special projects if required.
* Achieving more than 100% quality and production in terms of targets which is assigned.

**EDUCATIONAL QUALIFICATION:**

* MBA (Finance) from Bhavans Vivevakananda College (Affiliated to Osmania University) with an aggregate of 70% in the year 2018.
* B.Com from MIMS Degree College affiliated to kakatiya University with an aggregate of 70% in the year 2016.
* Intermediate (MEC) from Alphores Jr College under Board of Intermediate with an aggregate of 72% in the year 2013.
* Class X from Radha Krishnan Secondary School under SSC Board with the aggregate of 82% in the year 2011.

# CORE KNOWLEDGE :

* + Investment Banking
  + Derivatives
  + Capital Markets
  + Fixed Income Securities
  + Stock Market

**PERSONAL STRENGTHS:**

* + Quick Learner
  + Effective time management
  + Flexible and adaptable to changes

**COMPUTER SKILLS & CERTIFICATES:**

* + **Typing speed**: 35- 40 WPM
  + **MS Office Tools:** MS Excel, Word

# HOBBIES:

* + Playing Badminton
  + GYM
  + Listening music

# PERSONAL DETAILS:

* **Father Name:** Shaik Abdul Mazeed
* **Date of Birth:** 07th July 1996
* **Sex:** Male
* **Nationality:** Indian
* **Marital Status:** Single
* **Languages:** English, Hindi, Urdu, Telugu

**DECLARATION:** I hereby declare that the information furnished is true to the best of my knowledge & I will be attentive to the work given to me.

Place: Hyderabad ( Shaik Abdul Ashwaq )