**resume**

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**akshay sam**

**Uttam Nagar New Delhi-110059 | (C) 07503941694 | akshaysam005@gmail.com**

**Professional Summary**

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| **OBJECTIVE** |

Looking for a challenging and responsible opportunity, explore strengths and potentials in a professional organization to meet employer’s expectations. To understand and learn various aspects of Human resources in a work environment which will further enhance my knowledge, skills & attitude thereby developing my learning curve.

**Work Experience:**

**Last Organization -** Competent Software Pvt Ltd.

**Designation** -Process Associate (Data Entry U.S Mortgage Process)

**Duration** - July 2016 to January 2020

**RESPONSIBILITIES:**

* Analyzing and captured US Property data, According to given Instructions & companies rules and regulations.
* Complete their task in given time with minimum 98% Production Quality.
* Find out mandatory fields related to clients and key same as per source.

**ACADEMIC QUALIFICATION**

* Pursuing Master of Business Administration in finance **(M.B.A)** from **IGNOU**.
* Graduation **(B.com)** completed from **Delhi University** in 2017
* 12th Passed from C.B.S.E. in 2014
* 10th Passed from C.B.S.E. in 2012

**ADDITIONAL QUALIFICATION**

* Diploma in Financial Accounting from Govt. Approved Institution.
* Diploma in Documentation Assistant (PMKVY).
* Soft skills & Communication from Softdot Institute.
* English speaking by Times of India.
* Typing speed 40 WPM on keyboard.
* Tally ERP. 9 with GST.

 **COMPUTER PROFICIENCY-** MS-Windows, MS-Word, MS-Excel, MS-PowerPoint, Internet Explorer and Microsoft Outlook.

 **STRENGTH**

* Good communication skills.
* Eager to learn.
* Hardworking & determined.
* Acceptable challenges.

**INTEREST AND HOBBIES**

* Play & watch cricket.

**PERSONAL DETAILS**

**Fathers Name -** Mr. Vinod Kumar

**Date of Birth -** 08.07.1996

**Nationality -** Indian

**Marital Status -** Single

**Languages Known -** English & Hindi

**Date: \_\_\_\_\_\_\_\_\_\_**

**Place: \_\_\_\_\_\_\_\_\_\_ (AKSHAY SAM)**