**RESUME**

**Ashraf Siddiqui** **Email-** ashrafsaleems@gmail.com **Phone –** 7838872020, 8564993933

**Career Objective:**

To pursue a challenging career in an organization where I can grow & utilize my academic skills and potential for achievement at work.

**Educational Profile:**

* B.E in Computer Science from Osmania University,hyd(dropped out)
* 12th  from Shukdev Smarak Inter College
* 10th from Shri Durga Madhyamik Vidyalaya

**Technical Skills:**

* Programming in C&C++
* Core java.
* Advanced knowledge of Excel
* Excellent verbal & communication skills.
* Typing-speed 30-35 w.p.m
* Ms Office, power-point presentations,etc.

**Client : Clix Capital and financial services pvt ltd.**

**Process: Loan Disbursement**

**Key Responsibilities:**

**Present:**

* Currently working with **Netambit Valuefirst services** as a Senior Executive from March 2019 to present.
* Performs quality check of all the necessary documents provided by the client.
* Uploading of all the documents on the given application/software.
* Checking status of the application whether the case has been disbursed or not.
* Ensure loan applicant provides required information and supporting documentation.
* Review loan applications and documents for accuracy and completeness.

**Past:**

* Operations-Executive at **ISA Global Services**, Dec 2017 to June 2018.
* Immigration of clients via chat & mail.
* Managing and processing documents.
* Tracking the immigration process for clients.
* Interacting with clients.
* Scanning and uploading documents.
* Verification of all the necessary documents.
* Use of Google Maps to certify a specific location.

**Personal Profile:**

Name: ASHRAF SIDDIQUI

Father’s Name: JAWED AHMAD

Date of Birth: 08-03-1990

Nationality : Indian

Marital Status: Single

Permanent Address: Near Friends Cyber Cafe, Babuan, Sidhari

Distt- Azamgarh

Pin code- 276001

Uttar Pradesh

**Declaration:**

I hereby declare that the above furnished information is correct and true to the best of my Knowledge.

**Date:**

**Place:** Uttar Pradesh  **(Ashraf Siddiqui)**