Dheeraj Vasudeo Chaudhary

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**E**mail: [dheeraj.chaudhary2386@gmail.com](mailto:dheeraj.chaudhary2386@gmail.com)

**PROFFESSIONAL OBJECTIVE:**

To be a part of any organisation where my competence and potential is utilised to the maximum in assisting the organisation to achieve its corporate objective and enable myself to grow professionally and look forward to a satisfying and rewarding career.

**EXPERIENCE:**

**Organization- Authbridge Research Services Private ltd**

**Department– Client Servicing (Birlasoft, Hinjewade, Phase-1)**

**Designation– Associate (Background Verification Check)**

**Duration**– **19th Nov 19 to 27th May 2020**

Responsibilities:

* Identify and initiate the verification procedure as per the company guidelines
* Conduct Address Verification, Educational Check, Employment and Company Check
* Follow-up on call or through Email with Employee for Required Document as per Requirement for verification Process
* Collecting Documents of Employee Sitting At Client Location.
* Clearing Insufficiencies and Sign Off Cases .
* Regular updating of internal database..

**EXPERIENCE:**

**Organization-CRP RISK MANAGEMENT PVT LTD**

**Department–OPERATIONSANDPORTFOLIO**

**Designation–FIELD VERIFICATION EXECUTIVE**

**Duration**–**JUNE 2019 to OCTOBER 2019**

Responsibilities:

* Conduct the home verification, Employee Verification, Insurance Verification the moment a case gets assigned.
* Complete the Verification on time with no delays.
* Document observation while conducting the verification.
* Being objective While marking the result with no prejudice or personal bias.

**Organization - INNOVITTI PAYMENT SOLUTION PVT LTD.**

**Department – OPERATIONS AND PORTFOLIO**

**Designation – FIELD SERVICE OFFICER**

**Duration**–**Feb 2016 to Nov 2016**

Responsibilities:

* To Check Weather Electronic Data Capture Machine Working Properly and do test transaction.
* Installation of Electronic Data Capture Machine in Tanishq Store, Puma, Reliance Mall and Reliance Digital.
* Giving Support for store Person if any issue occurs while transaction.
* Representing the company with the right attitude.

**Organization – HOME CREDIT INDIA FINANCE PVT LTD.**

**Department – OPERATIONS (Verification)**

**Designation – Verification Executive**

**Duration**–**Jan 2015to Sep 2015**

Responsibilities:

* Conduct the home verification the moment a case gets assigned.
* Complete the Home verification on time with no delays.
* Document observation while conducting the verification.
* Being objective While marking the result with no prejudice or personal bias.
* Representing the company with the right attitude.

**Organization- UNIVERSAL MANAGEMENT SERVICES**

**Department – Operations (Field Verification)**

**Designation – Verification Executive**

**Duration**–**1st March 14–9thDec 2014**

Responsibilities:

* Taking appointment of customer for address Verification.
* Explaining detail plan to customer for which he /she had applied.
* Visting to customer address and taking photo of document which he had given at the time of new connection on Tab.
* Being objective While marking the result with no prejudice or personal bias.

**Organization–Shree Bhaveshwari Enterprises,**

**Department – OPERATIONS**

**Designation – Sr. Executive**

**Duration**–**2nd May 09 – 15th Feb 2014**

Responsibilities:

* Explaining Mobile bill & Internet bill Plan to Customer
* Solving the issue of customer &Convince to pay the bill.
* Explaining new plan to customer and convincing to customer for new connection.
* Taking follow up of platinum customer about their queries.

**Educational Qualifications:**

* S.S.C – Jai Hind High School.
* Diploma in Computer Engineering - Tilak Maharashtra Vidhyapeth.

**Computer Skills:**

* Basic Computer
* Microsoft Word
* Microsoft Excel
* Internet Explorer.
* MS-CIT.

**Strength:**

* Good Communication Skill.
* Positive & Ambitious Attitude.
* Team Work

**Personal Details:**

Name ::Dheeraj Vasudeo Chaudhary

Address :: Prem- Lokh Colony Nadhe Nagar, Near Krishna Garden, Kalewadi

Pimpri Pune – 411017.

Date of Birth :: 23-06-1986

Language known :: English, Hindi & Marathi

Marital Status :: Single

Nationality :: Indian

Hobbies :: Listening Music, Driving, Travelling new places

Gender :: Male

**I hereby declare that the information given above is true.**

Dheeraj Vasudeo Chaudhary

**Place: Pune**

Date: