RESUME

**Sanjay Pandurang Khamitkar.**

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+91-940-314-1842

OBJECTIVE

To work in dynamic and challenging environment for the benefit of concerned organization as well as to enhance my skills and achieve personal satisfaction.

COMPUTER PROFICIENCY

**Operating System known**: Windows(98/2000/XP/Vista/Windows 7) .

**Documentation Skills:** Microsoft Office 2003/07/10, Excel, Open Office org.

EDUCATIONAL QUALIFICATIONS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Examination** | **Institution** | **Board /**  **University** | **Passing Year** | **% of Marks/ Grades** |
| S.S.C | Shrikrishna Vidyalay, Gunjoti. | Latur | Mar-2007 | 81.86 |
| H.S.C | Dayanand Science College, Latur. | Swami Ramanand Teerth Marathwada University(Nanded) | Feb-2009 | 55.83 |
| B.Sc | Shri Chhatrapati Shivaji College, Omerga. | Dr. Babasaheb Ambedkar Marathwada University, Aurangabad. | Mar-2015 | 72.25 |

WORK EXPERIENCE

**Wipro BPS**

**Duration** : Jan 2019 – Nov 2020.

**Role** : Sr. Associate

**Job**  : Customer Support.

**Team Size** : 17

**Environment** : Chordiand, Iris, TSYS.

**Responsiblities**:

* Investigate, analyse and resolve customer issues with production application.
* Works proactively to improve efficiency and application reliablity.
* Creating and updating customer support documents.
* Help peers with process support and guidance.
* Identify and request client clarifications regarding process to eliminate confusion.
* Take ownership and responsibility of customer cases.

# Achievements:

* Consistent performer.
* Met indiviual and team target with 100 % customer satisfaction.
* Provided mentorship to junior members.
* Always in top 10 in performance.

**ICE Mortgage Technology**

**Duration** : Nov 2020 – Present.

**Role** : Document Processor

**Team Size** : 15

**Environment** : AIQ

**Responsiblities**:

* Analyze financial documents such as Paystub, Work number, Tax documents, Insurance Documents, Credit report, Bank statement, Security instrument.
* Verification of all necessary field in the documents.
* Extract the data and recognize the documents.
* Validate documents extracted from AIQ.

HOBBIES AND INTERESTS

Listening music.

PERSONAL PROFILE

**Name**  : Sanjay Pandurang Khamitkar.

**Father’s Name** : Pandurang Kisanrao Khamitkar.

**Marital Status** : Unmarried.

**Nationality** : Indian

**Date of Birth** : 28th June1991.

**Languages Known** : English, Hindi and Marathi.

**Temporary Address** : Mr. Khamitkar Sanjay.

Flat No. 404, Samarth Empire,

Nanded , Sinhagad Road.

Pune.

Pin: 411041

**Permanent Address** : c/o Pandurang K. Khamitkar.

Baher Peth, Gunjoti.

Tal - Omerga.

Dist: - Osmanabad.

Pin: 413606

**Gender** : Male

DECLARATION

I declared that above information is correct and true to the best of my knowledge and belief. If given opportunity in your esteemed organization I assured you of my best service and prove to be an asset of your organization.

Place:-Pune. (Sanjay P. Khamitkar)