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## ANURAG JOSHI

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### EMAIL ADDRESS

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ANUWORK1992@GMAIL.COM

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### CONTACT

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PH: 8655400289

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### MAILING ADDRESS

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RAINBOW, F-6/A-6, NEAR  
TRIMURTI HOTEL, SECTOR  
10 VASHI, NAVI MUMBAI  
400703, MAHARASHTRA, INDIA

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### OBJECTIVE

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I AM FRESHER FOR DIGITAL  
MARKETING, I WAS  
PREVIOUSLY WORKING AS  
AN EXECUTIVE WITH  
HEXWARE BPS WHEREIN  
WE USED TO HANDLE ALL  
THE EMPLOYMENT AND

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### EXPERIENCE

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#### **EXECUTIVE/HEXWARE BPS**

OCTOBER 2014 – JANUARY 2016

- Member of Executive Management Team.
- Defined strategy and business plan for existing client.
- Initiated program that standardized employee training and led to increase in customer satisfaction.

#### **RECOVERY SPECIALIST/ALTISOURCE BUSINESS SOLUTIONS PRIVATE LIMITED**

JANUARY 2016 – SEPTEMBER 2017

- Earned management trust by serving as key holder, responsibly opening and closing collection activities.
- Politely assisted customers via telephone.

### EDUCATION

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#### **SSC/2008**

NAVI MUMBAI HIGH SCHOOL  
PASSED WITH 79.36%

#### **DIPLOMA IN INFORMATION TECHNOLOGY/2011**

TERNA POLYTECHNIC  
PASSED WITH 76.50%

#### **BACHELORS OF ENGINEERING IN INFORMATION TECHNOLOGY/2014**

PILLAIS HOC COLLEGE OF ENGINEERING AND  
TECHNOLOGY  
PASSED WITH 65.48%





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EDUCATIONAL  
BACKGROUND CHECKS  
WITH EMPLOYEE AND AS  
WELL AS EMPLOYERS,  
LATER I WAS WORKING  
WITH ALTISOURCE FOR  
AMERICAN EXPRESS AND A  
DEBT COLLECTOR.

LOOKING TO CHANGE MY  
FIELD AS I BELIEVE DIGITAL  
IS A NEW PLATFORM FOR  
EVERYTHING AS THIS  
WHOLE UNIVERSE WILL BE  
DIGITAL, SO THERE'S LOT  
TO LEARN AND GREAT  
CHALLENGES IN THIS FIELD.

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#### SKILLS

QUICK LEARNER  
SOCIAL MEDIA  
WORKS UNDER PRESSURE  
DIGITAL MEDIA  
SOCIAL AND NEW MEDIA  
TEAM PLAYER  
ORGANIZED  
TESTER  
AUTOMATION

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#### PROFESSIONAL DIPLOMA IN DIGITAL MARKETING/2017

THADOMAL SAHANI CENTRE FOR MEDIA AND  
COMMUNICATION

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#### HOBBIES

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COOKING  
WATCHING FOOTBALL  
SURFING INTERNET  
LISTENING MUSIC





## COVER LETTER

Name: Anurag Joshi

Date of birth: 31<sup>st</sup> October 1992

Address: Rainbow Apt F-6 A-6 Sec-10 Vashi Navi Mumbai Maharashtra India

Contact no. +918655400289

Email id: anuwork1992@gmail.com

To

The Manager,

My name is Anurag Joshi and I am 24 years old. I was working with Altisource Business Solutions Pvt Ltd Vashi. I have completed my Diploma followed by Bachelors Engineering in Information Technology. I have completed Professional Diploma In Digital Marketing.

I have good communication skills and my experience working in the previous organization with Hexaware Technologies Pvt Ltd makes me eligible for this position. I assure you that my friendly nature and positive attitude would be of great help. I also have knowledge of Java as well as Debt Collection, Debt Consolidation and Recovery Specialist. I am familiar with all collection skills as I am still working for American Express Global Collections Department.

I want to pursue my career in Digital Marketing as I have knowledge of Social Media Marketing, SEO, Email Marketing and tools like Google AdWords', Google Analytics and Facebook Business Manager etc. I am fresher and looking for organization to start with.

I would appreciate a chance to demonstrate my qualifications further in an interview. Thank you for your time and consideration.

Sincerely,

Anurag Joshi

