

## Gayatri Rajendra Kalvitkar

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### Academics

Course	Institute & Board	Year of Passing	Aggregate Percentage
B.com	Pillai collage of arts, commerce and science ,Mumbai university	2018	57%
H.S.C	ICLES' Motilal Jhunhunwala college of arts, science and commerce	2015	66.31%
S.S.C	St. Xavier's High School and junior college, State board Maharashtra.	2013	71.60%

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### Skills

Good communication, Ability to work under pressure.

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### Professional Experience & Internship

- **Current working**

Company Name – Gosource Digihub Pvt

Duration:- 27 Jan 2021 Job Title –

Financial analysts

- Loan submission
- Document verification
- Calculating income of borrower via there paystubs, calculating DTI and LTV,
- Analyzing condition assigned from ecrows and preparing condition approval
- Stacking all the docs verifying them
- Cd prep and doc prep
- Loan setup
- Submission review
- Credit review to analysis the credit report of the borrower and accordingly frame conditions

- **Previous Job**

Worked in Thyrocare techonologies ltd as executive in network operating system.

Duration:- 10 Jan 2019 – 20 march 2020 ( 1 year 3 months )

Job title - business executive in NOS department.

- Handling operation of allocated pins
- Client verification and documentation.
- Assist in CRM software.
- Maintain goal file.
- Maintaining client data in excel sheet on daily bases

## Certificates

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- Advance Excel Programe

## Key Projects

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- **Project**  
International business project done  
  - Impact of GST on oil  
(Duration: October – November)

## Positions of Responsibility

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- Member of Spoorti cultural event.

## Extra-curricular Activities & Interests

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- Hobbies: listing music, cooking.