

## RESUME

## Nitin B. Palaskhedkar

<b>Contact Address</b>	<b>E-Mail Id</b>	<a href="mailto:Nitinp_1990@rediffmail.com">Nitinp_1990@rediffmail.com</a>
H. No.651, Shankar Nagar, Near Tahsil Office, Old Jalna-431203	<b>Contact Phone</b>	+918623063637
	<b>Date of Birth</b>	21 <sup>st</sup> June 1990

## TECHNICAL SKILLS

<b>Package</b>	MS -Office
<b>Typing</b>	English 30W.P.M
<b>Operating Systems</b>	Windows 98, 2000Prof, XP

## ACADEMICS

Qualification	Percentage	Year
B com.	64.2%	2010
H.S.C	58.83%	2007
S.S.C	57.86%	2005

## PERSONAL DETAILS

<b>Name</b>	NitinBhaskarraoPalaskhedkar
<b>Sex</b>	Male
<b>Father's Name</b>	BhaskarNarayanraoPalaskhedkar
<b>Nationality</b>	Indian
<b>Languages Known</b>	English, Hindi & Marathi
<b>Hobbies</b>	Listening to music and Playing Cricket
<b>Marital Status</b>	Unmarried

## WORK EXPERIENCE

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- 1) **Currently working with Randstad India Private Ltd. At Pune as Process Executive From May 2015.**

**Job Responsibilities :**

- Working in reporting team Anti money laundering Department.
- Preparing report of Politically exposed people of United State.
- Working for United State's Mutual Fund.
- Generation & filing EOD, Weekly & Monthly report.

- 2) **1.5 Year worked in Infosys BPO LTD. At Pune as a Process Executive for Quill.com From Dec 2013 To May 2015.**

**Job Responsibilities :**

- Online order processing & selling
- Auditing orders of team processed & Preparing reports of audit data
- Giving feedback to team & giving training
- Reporting to onshore team (United State)

- 3) **3 Years worked in Aditya Birla Minacs Word Wide Ltd. At Aurangabad as Customer Care Executive For Idea Cellular Ltd From April 2010 To Sep 2013.**

**Job Responsibilities :**

- Handling inbound calls & Auditing
- Giving training to new employees.
- Handling team in absence of Supervisor
- Giving product information to customer & cross selling

Date:

Sign

Place: