

## CAREER OBJECTIVE

My career objective is to obtain the best of my knowledge from the organization and also give my full efforts to the organization. I want to make myself capable of doing the most activities assigned to me. My objective is to give the best result of my work.

## WORK EXPERIENCE



TATA  
CONSULTANCY  
SERVICES

TATA CONSULTANCY SERVICES - GANDHINAGAR

**Duration :** 26-Jul-2019 to 15-Mar-2022 (2.5 Years)

**Roles Tagged :** Analyst. BFSI

**Client :** Assurant , Inc.

**Client Location :** USA

**Responsibility :** Data Processing Specialist & QC.

**Team Size :** 80+

**Working Platform :** SSP (Single Source Processing), Excel, TrackAll.

**Responsibility :**

- Project was related to the mortgage and insurance.
- Verification & Validation of Insurance Documents.
- Dealing with mortgage and companies policies.
- Get in touch with third party over the call to get policy details.
- Quality Check for new team members.
- Effectively manage daily, weekly and monthly deadlines
- Working With Standard Operation Procedures.
- Identify and resolve process issues to encourage smoother procedures and more efficient workflow.
- Perform other duties and ad hoc tasks as required by client.

## EDUCATION

**2020-2022 , Master of Commerce**

Mohanlal Sukhadia University , Udaipur

**2016-2019 , Bachelor of Commerce**

Mohanlal Sukhadia University , Udaipur

**2015-2016 , 12th (HSC) CBSE**

St. Anselm's Sr. Sec. School , Abu Road



## ACHIEVEMENTS

**Quality Champion - Certificate of Excellence**

- Production Efficiency - 105% & QC scores - 100%
- Assurant Inc. - 04/08/2021

**Quality Champion - Certificate of Excellence**

- 100% QC scores from April 2020 to January 2021
- Assurant Inc. - 25/03/2021

**On the Spot Award - Certificate of Excellence**

- Perfect Quality Scores of 100% - Oct 2021 to Dec 2021
- Tata Consultancy Services - 01/02/2022

# VIKAS SHARMA



## PROCESS ANALYST

### CONTACT

 +91 - 7069923313, +91 8530543169

 vikassharma241998@gmail.com

 [www.linkedin.com/in/vikas-sharma-b8263322b](https://www.linkedin.com/in/vikas-sharma-b8263322b)

### PERSONAL DETAILS

**Date of Birth** : 02-Apr-1998

**Nationality** : INDIAN

**Marital status** : Unmarried

**Gender** : Male

**PRESENT ADDRESS :**

E-204, Sarthi Apartments, Near Visat Petrol Pump,  
Chandkheda, Ahmedabad,  
Gujarat - 380005

### PROFESSIONAL SKILLS SET

- Team Support.
- Flexible in working in a dynamic environment of an organization.
- Policy Verification.
- Research and Analysis.
- Performance Tracking.

### PERSONAL SKILLS SET

- Pro-active in taking necessary actions and taking initiatives.
- Self Motivated and Time Management.
- Problem Solving.
- Good team Bonding and a Team Player.
- Organizational skills.

### LANGUAGES

**Hindi**

Speaking, Writing, Reading, and Listening  
(Proficient level)

**English**

Proficient level