

Ayushi Rajput

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Career Objective

To pursue my career in a growth-oriented organization and prove to be an asset to the organization by applying knowledge. Thereby ensuring my own growth with the growth of the organization.

Professional Experience

- Presently working with **TCS (Tata Consultancy Services)** as a **Process Associate** from the date **28.06.2018 to till date.**
- Have worked with **Marketing Company (M.L.M)**

Current Rolls & Responsibilities:

- To execute transactions as per prescribed guidelines and timelines with the objective of meeting the quality standards and SLAs lay out by the client within the limits of agreed SLAs corporate and client guidelines.
- Provide suggestion and process improvement ideas to organization that can be carried out. On sign off from supervisor, assist in process improvement initiatives.
- Maintain client and corporate records of audits as per client / organization requirements.
- Share knowledge with other team members to ensure backup and continuity of business.
- Train process association the processes as required.
- Have experience as a foreclosure specialist in US Loan & Mortgage (Audits).
- Have knowledge about software testing and application testing.

Education Qualification

Qualification	Specialization	Board / University	Year	Marks %
Post Graduation	M.B.A in HR (English)	Sarvepalli Radhakrishnan University, Bhopal (MP)	2021	74% Distinction
Graduation	B. ComHons. (English)	Shri Vaishnav Collage of Commerce, Indore (DAVV)	2018	75% Distinction
HSC	H.S.C. (English)	CBSC	2015	70.1%
SSC	S.S.C. (English)	CBSC	2013	7.2 CGPA

Certification

- Completed **DCA (Basic Computer courses)**.
- Got Selected for **Youth Entrepreneurship Program** at National Level.

Skill Set

- M.S. Office, Communication, Internet surfing , Mailing/Drafting, etc;

Strengths

- Good communication skills & like to build relations with others.
- Ability to work with full confidence and courage.
- Hard working and enthusiastic person.
- Good analytical.
- Team building expertise
- Always ready to take initiative and lead projects

Personal Details

- **Date of birth** : 26/08/1997
- **Language known** : English, Hindi, Gujarati
- **Marital Status** : Married
- **Permanent Address** : As Above

Place: Ahmadabad

(Ayushi Rajput)