

Resume

Diwakar Pareek

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Professional Experience

- Associated With Bank Of America Continuum India Pvt Ltd as Senior Team Member from August 2020 to May 2023, GIFT City, Gandhinagar.
- Associated with Cygnet Infotech as Data service executive from September 2019 to March 2020, Ahmedabad.

Key Accomplishments

➤ Following are my accomplishments at Bank of America:

CARES (PPP Forgiveness):

- Reviewing Cases and managing day to day work
- Ensuring targets are achieved
- Supported the DG – SME team
- Worked as an Internal –SME of my team
- Served CARES with good volume counts and 100% accuracy in production with no quality check fails or error till I was part of CARES.
- Received Multiple times Bronze and High Five Awards for the performance in the process

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- Reviewing the document and indexing the document with document code and then labelling it.
- Working as a DG – SME of my team
- I am also solving queries of team members in process

- Having a good volume counts with 100% accuracy
- In this process also, I have secured multiple times 1st position in the team and also received multiple times Bronze Awards and High Five Awards as well.

Summary of Skills

- Reliability and completing task on time and being punctual.
- Proficiency in MS outlook and MS Office Suite (MS Word, MS Excel).
- Quick learner and flexible in adapting new methods and concepts.

Educational Qualification

- Master of Business Administration (MBA) from Bharathi Vidhyapeeth, Pune, Maharashtra – 2023 – CGPA – 9.8
- Bachelor of Business Administration (BBA), Faculty of Business Administration, GLS University, Law Garden, Ahmedabad – 2019 – 80%
- Higher Secondary Certificate (HSC – 12th Commerce) From St Joseph Higher Secondary School, Gujarat higher Secondary Education Board, 2016 (68 %), Ahmedabad, Gujarat.
- Secondary School Certificate (SSC), From St Joseph Higher Secondary School, Gujarat secondary Education board, 2014 (65%), Ahmedabad, Gujarat.

Skill Sets

- Ability to Work in team

- Good interpersonal skills
- Time management
- Good communication skills
- Positive Attitude

Professional Achievements

- Achieved 13th Rank out of 600 Team Members in Corona Virus Aid Relief Economic Security (CARES Forgiveness) Project by Bank of America, 2020-2021
- Consistent performer (In the list of Top 10 since last 6 months) of U.S Mortgage and Lending Project, Bank of America, 2021-2022

Competencies

- Quick Learner
- Good Team Player
- Soft Spoken with Good Communication Skills
- Positive Attitude

Professional Courses Attended

- Certificate Course on Lean Six Sigma White Belt from Management and Strategy Institute (Online Mode), May 2020
- Certificate Course on Project Management Essentials from Management and Strategy Institute (Online Mode), May 2020
- Certificate Course on Human Resource Management Organized by Amity future academy, April 2020
- Workshop on Digital Marketing, Organized by Brand Veda, 15th October 2017

Personal Details

- Date of Birth – 11th August 1998
- Hobby – Cooking, Watching and Playing Cricket
- Languages known – Hindi, Rajasthani, English, Gujarati
- Marital Status – Unmarried
- Nationality – Indian
- Religion - Hindu
- Permanent Address – Atri Residency, I Block, Flat Number 602, Odhav ring road to vastral, Odhav, Ahmedabad, Gujarat – 382415