

RESUME

Tech Jaala

Mobile: +91-1234567890

Email: sample@gmail.com

Career Objective

A Career in a reputable organization with challenging opportunities for growth and shouldering responsibilities in any suitable position to prepare for emerging advances with intent to serve the company Industry.

Work Experience

- Having 10 years of experience in **Reputed Company Pvt Ltd** as a **Team member** in **Mortgage in PHL-LDS (loan Data Specialist)** and **Underwriting process in LES**

Skills:

- Moving files
- Quick responding on emails and calls.
- Excellent organizational and time management ability.
- Motivational skills, Leadership by setting examples.
- Ability to understand the problems of members in a team.
- Extremely productive in a high volume, high stress environment

Software Awareness

- Basics of Computer : MS-Office and Advanced Excel.
- Programming Languages : Fun fun fun

Strengths

- Good communication skills and ability to take challenges.
- Good Leadership qualities, hardworking and Teamwork.
- Adaptability to any situation & learning capability.
- Working for results with a good plan and timely execution

Academic Profile:

Qualification	Institution	University/ Board	Year of Passing	Percentage
B.E	XYZ College	Bangalore University	2014	73%
PUC	ABC PU College	PU Board	2016	89.11%
SSLC	High School	KSEEB	2008	88.35%

Personal Information

Date of birth : 15/08/1947
Permanent Address : Lorem ipsum dolor sit amet, consectetur adipiscing elit

Declaration

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge. I understood that my candidature would be cancelled if any information were found to be false or incomplete.

Place: Bangalore