

## **RESUME**

### **GAGAN**

HOUSE NO- G-1/134,

INDRA ENCLAVE

SEC-21-D FARIDABAD

(HARYANA) 121001

Mobile – + 91- 8700194059 / 9899567286

**Email : gagankumar0611@gmail.com**

## **Profile Snapshot**

Age : 22 years

Gender : Male

Functional area : Accounts / finance

Expected salary : 25000 P.M.

Home town : Faridabad

## **Career Objective**

Ambitious to build a career in accounting and finance with an organization where team work is required and hard work is appreciated and to be a position which is best suited to my knowledge and skills.

## **Key Skills**

- Good communication and leadership skills.
- Sincere and hard working.
- Basic Computer knowledge.
- Internet and E-commerce management.
- Quick learner of Any work Given to me.
- Trustworthiness
- Enthusiasm
- Creativity and Determination

## **Qualification**

- Completed B.COM (P) from the University of Delhi with First division .
- Done 3 month course of computer basic from Government Institution.

## **Experience**

- Having 1 year experience as a Process Specialist (Associate) in a company called Authbridge Research Services Pvt. Ltd. and still working.
- I am Responsible for the Accuracy of report which was shared to our clients on daily basis.
- Assuring Clients requirements are met by timely delivering background verification reports.
- To ensure the accuracy of more objective data such as employment chronology and educational credentials.
- identifying discrepancy in verification reports and escalating to the concerned person.
- Ensuring quality check of background verification of joiner and identifying rectifications as per the client and also, ensuring that reports are being delivered within stipulated TAT.

## **Professional status**

I hereby declare all the above mentioned details are the best of my knowledge understanding.

**Date :**

**GAGAN**