



## GAGAN

**Associate ( Process Specialist )**



### 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.



### CONTACT

**Address :** G-1 / 134 - Indra Enclave , Sec - 21-d Faridabad ( Hr ) - 121001

**Mobile Number :** 9899567286

**Email ID :** gagankumar0611@gmail.com

**Date Of Birth:** 06-Nov-1997

**Gender :** Male

**Nationality :** Indian

**Marital Status:** Unmarried

**Languages:** English and Hindi



### SKILLS

Problem-Solving	Critical Thinking
Teamwork	Creativity
Attention to Detail	Good communication and leadership skills.



### DECLARATION

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



### WORK EXPERIENCE

#### AUTHBRIDGE RESEARCH SERVICES PRIVATE LIMITED

**Associate ( Process Specialist )**

**Duration :** 2019 - Till Today

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.



### EDUCATION

#### UNIVERSITY OF DELHI

**Sri Aurobindo College - Bachelor of Commerce**

**Grades - 6.7 CGPA**

**Year of passing :** 2019

#### CENTRAL BOARD OF SECONDARY EDUCATION.

**St. luke convent School - Commerce**

**Grades - 7.1 CGPA**

**Year of passing :** 2016



### ACHIEVEMENTS

Awarded as a Rising star in the First quarter of 2020 in my Current organisation With in a period of 6 Months of my Joining.