

ASHISH

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Delhi, India

PROFESSIONAL SUMMARY

- Analytical thinking and problem-solving abilities
- Demonstrated strong ability to do quality work for the usual projects that an individual would be assigned at this level
- Offering 3.5+ years of experience
- A candidate that combines loyalty with a strong work ethic and can immediately tackle all analyst responsibilities effectively and capably.

QUALIFICATIONS

- 12th passed from CBSE Board in 2018
- Bachelor of Commerce, Delhi University in 2021.
- MS Excel, Ms Power point, Pivot table, V-lookup
- Tally
- 60+ wpm typing speed
- Stenography
- Reporting and Managing Data
- Quality Analyst.

WORK EXPERIENCE

Fox I Vision Screening Services Private Limited, India (Senior Associate) *Sep, 2020-Apr 2024*

- Maintain Daily records of data making for analysis
- Managing Analyst queries and performance
- Fulfilled clients' requirements and put proper observation
- Conduct In-depth analysis of fraudulent and suspicious cases
- Collaborate with team leaders and members to streamline procedures, improving overall efficiency.

PREVIOUS EMPLOYMENT HISTORY

- VisaWaale.com (worked as a computer operator)
- St. Stephen Law Academy (Managed remote computer operator Responsibilities effectively - 3 months).

PERSONAL INFORMATION

- Father's Name: Mr. Veda Singh
- DOB : 05-02-2001
- Nationality : Indian
- Sex : Male
- Marital Status : Single
- Languages : Hindi, English
- Hobbies : Reading books & playing guitar
- Address : RZ-8A/334, Street No.12, Madanpuri, West Sagarpur, New Delhi-46