

Chirag Gaikwad

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Summary

I am an enthusiastic, self-motivated, reliable, responsible, and hard working person. I am a mature team worker and adaptable to all challenging situations. I am able to work well both in a team environment as well as using my own initiative. I am able to work well under pressure and adhere to strict deadlines.

Experience

Back office executive

01/2022 - 10/2022

I have 10 months of work experience in back office operations at Usource data services, LLP. Pune.

Backoffice executive

02/2020 - 09/2021

I have 20 months of work experience as a back office executive in Suma Soft pvt ltd. Pune

Education

Bachelor of Computer Applications (BCA)

Pune Univrecity, Pune, Maharashtra, India. | 05/2019

High School Graduated

Maharashtra State Board, Pune, Maharashtra, India. | 05/2012

Secondary School Certificate

Maharashtra State Board, Pune, Maharashtra, India. | 05/2010

Languages

Hindi, Marathi, English

Courses

PHP Developer, System and Network Technologies Training Institute, Pune.

Skills

Microsoft Office, Social Media Management, Data Entry, Troubleshooting and research, Coding languages

Declaration

All the information shared in the resume is correct, and I take full responsibility for its correctness.