**AKSHAY VIJAYKUMAR DHUMAL**

**A-3/Ganga Building Flat no. 4, Opp. Homeguard . , N.S.S Road Narayan Nagar**

**Ghatkopar( w). Mumbai 4000086.**

**Mobile : 9082281159**

**Email :** [**akshaydhumal72@yahoo.com**](mailto:akshaydhumal72@yahoo.com)

[**akshaydhumal447@gmail.com**](mailto:akshaydhumal447@gmail.com)

**PERSONAL INFORMATION:**

**Date of Birth :** 25-02-1992 **Marital Status :** Unmarried **Gender :** Male

**Nationality :** Indian

**Languages Known:** English, Hindi and Marathi**.**

**ACADEMIC QUALIFICATION:**

|  |  |  |  |
| --- | --- | --- | --- |
| **DGREE / COURSE** | **SCHOOL/ COLLEGE** | **UNIVERSITY /BOARD**  **and Year** | **PERCENTAGE** |
| **S.S.C** | PUNE VIDYA BHAVAN | MUMBAI 2007 | 68 |
| **H.S.C** | VIKAS JR.COLLEGE | MUMBAI 2009 | 48 |
| **B.COM** | R.A.D.A.V | MUMBAI 2013 | 59 |

**PROFICIENCY IN COMPUTER:**

COMPLETED MS -CIT with 68% .

Video and Audio Editing. Experience in YouTube Platform.

# WORK EXPERIENCE:

* **HBL GLOBAL PVT.LTD** on behalf of HDFC bank [Dec.2015-Dec.2016] **Designation**: Back Office Coordinator. Personal loan Department (Documentation Process/Scanning/MIS/Data Entry)
* **DGCA (Director General of Civil Aviation)** on contract basis [June2017- April 2020].

**Designation**: Data Entry Operator (Office Clerical work, Data Entry)

* **Tech Mahindra [** 6th November 2020 - 1st April 2022**]**

Designation : Back Office Advisor

Cost Center : UK (India)

Location : Malad ( Mumbai )

Work : Solve Customer Queries, CRM handling , TDS , Non Voice process.

* **Capgemini** [ 21ST July 2022 to 26th September 2022] on Contract Microgreen Technologies

**Designation**: Data Entry Operator

# SKILLS:

Management Communication Skills Problem solving Attitude Learning Positive attitude