

**Shashikant Subhash Jare**  
**Room No 867 Poojari Chawl,**  
**Jay Shankar Chowk, Pipe line**  
**Road Kurla (W) :- 400070.**

**Mob# +91-9082631513 ; Email id: shashijare432@gmail.com**

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**Objective:**

My aim is to associate with an organization, which helps me to adopt my knowledge and my skill in my field and work with a team, which work towards the growth of organization and giving satisfaction to all and me.

**Summary:**

Back Office Executive having **7 years and 1 months of experience in Home loan and Insurance** with focus on Small scale loan processing and KYC documentation.

**Work Experience: -**

❖ **Currently working in CalibeHR with HDFC Bank since Mar -15 to till date.**

♦ **Designation: Back Office Executive – KYC Documents Verifying**

**Responsibilities:**

- Data Entry in Home Loan Application Form in System.
- Verify and Checking data in Home Loan Application Form.
- Checking and verifying Kyc document regarding home loan process and updated in Indexing System.
- Quality Checking and Employer Verification in system.

❖ **Worked with Andromeda, Customer Care Department For 2 Years.**

- Tata AIG Product Insurance Calling and welcome calling
- Reliance Postpaid service calling and welcome calling.

❖ **Worked with Birla Sunlife, Insurance Department For 1 Years.**

- Data Entry in Insurance Application Form in System.
- Verify and Checking data in Insurance Application Form.
- Checking and verifying Kyc document regarding Insurance process and updated System.

❖ **Worked with 3I Infotech LTD Insurance Department 2 Years.**

- Data Entry in Insurance Application Form in System.
- Verify and Checking data in Insurance Application Form.
- Checking and verifying Kyc document regarding Insurance process and updated System.

❖ **Worked with Spanco, Customer Care Department For 1 Years and 6 Month.**

- Royal Sundaram Product Calling and welcome calling
- Reliance Postpaid service calling and welcome calling.

**Educational Qualifications:**

- Bachelor in Commerce (B.COM) appeared.
- H.S.C from Maharashtra Board – 2005 with second class
- S.S.C from Maharashtra Board – 2003 with first class

**Additional Qualifications:**

- English Typing 40 w.p.m.
- Marathi Typing 30 w.p.m.
- MS-CIT- 74%

**Personal Information;**

**Date of Birth** : 02nd May 1987

**Gender** : Male

**Marital Status** : Unmarried

**Nationality** : Indian-Hindu

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

**Hobbies** : Playing Cricket.

**Declaration:**

*I do hereby declare that all the above-mentioned details are true to the best of my knowledge.*

**(Shashikant Subhash Jare)**