

## RESUME

SACHIN SUNDAR GAIKWAD  
ROOM NO.604, 6TH FLOOR  
G-WING, YASHWANT GAURAV  
APPLE BUILDING, NEAR FUN FIESTA,  
NALLASOPARA-WEST.  
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### EDUCATIONAL QUALIFICATION

Examination	Year of Passing	Institution/college	% scored
H.S.C.	OCT '2005	SIDDHART COLLEGE OF ARTS SCIENCE AND COMMERCE	PASSED
S.S.C.	APRIL '2003	SHRI SATYA SAI VIDYA MANDIR SCHOOL	PASSED

### OTHER QUALIFICATION

DCAT - DIPLOMA IN COMPUTER APPLICATION TECHNOLOGY FROM GARWARE INSTITUTE

- 1) INSTRUCTION TO COMPUTER
- 2) PRINCIPLE OF PROGRAME
- 3) PROGRAMMING LANGAUG – VB.NET
- 4) WORLD PROCESSING AND SPREAD SHEET
- 5) PROJECT – PROGRAMMING IN VB/ SQL
- 6) UNIX OPERATING SYSTEM

### ADDITIONAL QUALIFICATION & COMPUTER LITERACY

BASIC KNOWLEDGE OF MS.EXCELL.MS.WORD & NET.,DTP, TALLY.

### CAREER OBJECTIVE

To work in challenging, Result oriented position in the field; where my skills of working successfully under any kind of circumstances in a team or Independently, to give a proper results quantitatively as well as quality wise, which make significant contribution to my organization success and me.

### STRENGTHS

Ability to work in a group inquisitiveness to learn new things concentration innovative in Nature.  
Good oral and written communication.

### WORKING EXPERIENCE

From May'11' (2012) To Jan'13' (2013)

Organization : WNS GLOBLE SERVICE PVT LTD

DEPARTMENT : KINGFISHER AIRLINES

DESIGNATION : ASSOCIATE

## JOB PROFILE

- 1) Worked on use REVERA software for processed
- 2) Generated for online Airline Traveling ticket on bfc link.
- 3) We worked airline ticket number updated of refund process On revera software.
- 4) Accounting entry update of refund airline ticket on revera Software.
- 5) Achieving the targets and finishing the projects at given time.
- 6) Completing the project without any error.

From FEB'18' (2013) To '26'SEP (2015)

Organization : NELITO SYSTEMS LTD. A TATA GROUP COMPANY.

DEPARTMENT : TRANSATION PROCESSING UNIT (TPU) –FINANCIAL DEPARTMENT

DESIGNATION : EXECUTIVE

JOB INCLUDED : SUVIDHA AND CITI BANK MAINTANANCE OPERATION CENTRALIZED OPERATIONS FOR PROCESSING CITIBANK AND SUVIDHA CUSTORMER INSTRUCTION ACROSS ALL BRANCHES.

Domestic Citi bank fin and non-fin operation. (Online)

- 1) The unit receive all instruction on a scan based workflow
- 2) Scan the inst received from the customer on the application
- 3) Scanning and indexing is done by cpa.
- 4) Signature verification done by service RM For branch instruction and by ops for mailroom inst.
- 5) Instruction receives at MMC mailroom is sorted and sends to documented application.

DEPARTMENT : ACCOUNT OPENING

- 1) THE UNIT RECEIVE ALL PRINTED A SCAN BASED WORKFLOW OF CUSTOMER APPLICATION FORM ON DOCUMENTUM AND ORIGINAL CUSTOMER APPLICATION FORM IN CITI BANK
- 2) Unit receive all PRINTED a scan based on documented AND customer Data uploaded in system And same uploaded cutomer data of original customer form.
- 3) Achieving the targets and finishing the projects at given time.
- 4) Completing the project without any error.

From(2015)To'(2016)

Organization: - Mewad Bhavan Trust

SIGNATURE

SACHIN SUNDAR GAIKWAD