RESUME

Shraddha B. Sharma
E-mail:sbshraddha01@gmail.com,
Contact no : 9623739908

OBJECTIVE :

Seeking a challenging and growth oriented career where I can fully utilize my skills and available resources with the opportunity for professional growth and to excel by contributing towards the achievement of organizational goal.

COURSE DETAILS   :

Course: B.Com

Work Experience :

Wipro Pvt .Ltd.
Designation: Processor
Department: Retail Banking
Duration   :   1.5 years

Scope of responsibilities handling:

- Working as a "processor" in Mortgage. Understanding the Policies & kyc norms & downloading the file.
- Through checking of loan application form, KYC documents, income documents
- Analysis of files.
- Review the file and identified the documents of customer.
- Calculations of the income and cash out purpose.
- Work for different project like (Hickory, NPA, Juniper, Caliber, HUDSON)

Other Opportunity

- Got opportunity for floor Support and work as trainer.
- Got opportunity in new project Nation Star.

EDUCATION:

- **B.com** (Sant Gadge Baba University Amaravati) First class.

- **H.S.C.** (Amaravati Bord) with First class

- **S.S.C. (**Amaravati Bord**)** With first class

Computer Skills

- MS-CIT.[MS-Office(word,excel,power point),basic computer knowledge]
- Tally 9.1[financial accounting, Inventory, Business management, TDS, VAT, Maintenance.]

Extra-Curricular and Co-Curricular Activities

- Took part in various cultural events
- Volunteers in "YOUTH FESTIVAL "
- Participate in State Dance competition in GOA.

PERSONAL DETAILS

Name: Shradha B Sharma

Date of Birth: 1 st Nov 1990.

Gender: **Fe**male.

Marital Status: Single.

Permanent Address: Bharatkunj Near Water tank, Ramkrisha Nagar Near Kashav Nagar,
Akola- 444001

Present Address: Flat No.702, B wing Near Omega Paradise, Datta Mandir Road,
Wakad, Pune-411057

Languages Known: English, Hindi & Marathi, Marvadi.

Nationality: Indian

DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge.

Date: **Shraddha Sharma.**

PLACE: