



# Rohit Chandrakant Naik

## Contact :



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**Objective** : Seeking a challenging environment, that encourages continuous learning & growth.

## Experience :

**Company** : Tbreak Hospitality Services since Apr, 2015 till date  
**Designation** : Senior Operations Executive  
**Responsibilities** : Vendor Management  
Administrative Duties  
Client Relationship Management  
Data Management (e.g Preparing Report & Invoice on excel)

**Company** : Ocwen Financial Solutions Pvt. Ltd from Jan,13 till May, 2014  
**Designation** : Foreclosure Associate  
**Responsibilities** : Excel Data Management  
Mortgage loan processing  
Email attorney firms in US for fulfilling requirements.  
Calling Attorney firms, Investors, Mortgage Insurance companies.  
Analyzing and calculating the credibility of collateral documents (KYC)

**Education** : Bcom from Patuck Gala Colege Of Arts & Commerce - 2012 | 68%  
HSC from Patuck Gala Colege Of Arts & Commerce - 2009 | 45%  
SSC from Patuck Technical High School - 2005 | 41%

**Technical Skills** : Basic Computer Course from "ViewTech Institution"  
MS PowerPoint, MS Word, MS Outlook, Photoshop, CorelDRAW  
MS- Excel (V-lookup, H-lookup, Macros, Pivot Table, Formulas, etc)

## Personal Details :

**Marital Status** : Unmarried  
**DOB** : 4th May, 1990  
**Language** : English, Hindi, Marathi  
**Hobbies** : Reading, Playing Soccer

## Skills :

- Quick Learner
- Adaptability
- Decision Making
- Time Management