M.LOKESH

Backend Executive

Reddy Ramaiah Build,

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# OBJECTIVE

A detail-oriented Backend Executive with one year of experience in the Background Verification (CPV) department, skilled in case management, team coordination, and process optimization. Seeking to contribute my expertise to a dynamic team and support organizational growth.

# SKILLS

* Basic computer knowledge skills include understanding how to navigate operating systems, use common software applications, and perform basic troubleshooting tasks.
* Excellent written and verbal communication skills.
* Proficient in Microsoft Word and Excel for documentation and data analysis.
* Effective at resolving safety concerns while preserving content integrity.

# EDUCATION

* **Kuppam Degree College, Kuppam** *- Degree*

March 2023 - Graduate

BCOM Computers, SV UNIVERSITY

* **Vignan junior college, Kuppam** *- Intermediate*

June 2018 - March 2020

Intermediate (CEC), Board of Intermediate Education.

* **Taylor high school, Kuppam** *- SSC*

April 2013 - March 2018

SSC, State Board of Secondary Education

# INTERNSHIP

During my internship, I gained hands-on experience in Salesforce Administration, where I honed my skills in user management, data customization, and system configuration to enhance overall platform efficiency and functionality.

# EXPERIENCE

Backend Executive – Background Verification (CPV) Department

PAMAC Financial Services

Duration: Jan 2024 – Dec 2024

* Received initial verification cases from the Team Leader and assigned them to field teams.
* Ensured smooth execution of the backend process, including data verification, documentation, and compliance checks.
* Collaborated with the backend team to address any issues and ensure timely completion of verification tasks.
* Monitored case progress and updated the Team Leader on backend process status and any challenges.

# CERTIFICATION

* Note of Gratification – PAMAC Financial Services

# PERSONAL PROFILE

* Name: M. LOKESH
* Date of Birth: 29/11/2001
* Gender: Male
* Marital Status: Unmarried
* Nationality: INDIAN
* Religion: Hindu
* Languages known: Telugu, English and Kannada

# DECLARATION

I do hereby confirm that the information given in this form is true to the best of my knowledge and belief.

**M.LOKESH**