



## **CURRICULAM VITAE**

<b>NAME : Ukhalkar Shubham</b>  Address : 12/18 Rajeev Gruhakalpa Colony, Ahmedguda, Keesara, Telengana,501301.	 +91 9177345637   ukhalkarshubham7@gmail.com
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### **CAREER OBJECTIVE**

To associate myself with an organization, which encourages me to work on my proficiencies and improve my knowledge levels. I would like to be a part of a team, which works dynamically towards the development of the organization and consecutively help in my individual growth.

### **PERSONAL ATTRIBUTES**

Motivation, Discipline and Analytical Approach to tackle the problems with lot of zeal.

### **CAREER PROFILE**

- Have been working for Genpact India Pvt. Ltd. since July 2019 as a Process Associate.

### **WORK EXPERIENCE**

<b>Company</b>	<b>Details</b>
<b>Genpact</b>	<b>Key Functions Strength:</b> <ul style="list-style-type: none"><li>➤ Through knowledge of Back office collections and recovery.</li><li>➤ Hands on experience in setup and maintaining autofinance account and credit card account,skip trace, offset collections for US based bank.</li><li>➤ Proven record of service excellence in BOC.</li><li>➤ Skilled in managing quality functions and ensuring the process are in line with the set requirements.</li><li>➤ Good communication and interpersonal skills with colleagues and onshore counterparts which helps in smooth functioning of business.</li><li>➤ Experience in multi-tasking, prioritizing and contributing substantial volumes.</li><li>➤ Ability to learn quickly and transfer knowledge appropriately.</li></ul>

**PROFESSIONAL SKILLS**

- Trained in Finance and Accounting domains of Accounts Payable and Accounts Receivable.

**RESPONSIBILITIES**

- I have cross trained in cares project.
- Performed against the standardized quality methodology and support the usage of agreed tools.
- Received appreciations from onshore team (BOC) for best- in class service.
- Not only processed substantial number of volumes but also delivered excellent quality consistently.
- Handled the escalations and complex work requests and resolved the same within given timelines.

**ACHIEVEMENTS****Genpact**

- Achieved the best performance award (3 bronze award).
- Suggested one Process improvement idea.

**ACADEMIA**

- SSC : Arundathi Vidyalaya High School at Keesara, Hyderabad.
- Inter : (M.P.C) New Chaitanya Jr College at Ecil, Hyderabad.
- Degree : Bcom(Computers) Omega Degree College at Habsiguda, Hyderabad.

**COMPUTER SKILLS**

- MS Office

STRENGTHS	
	<ul style="list-style-type: none"> <li>➤ Good communication and negotiation skills.</li> <li>➤ Ambitious and self motivated.</li> <li>➤ Ability to deal with people diplomatically.</li> <li>➤ Excellent administration and organization skills.</li> <li>➤ Good team player.</li> </ul>

PERSONAN DETAILS	
<b>Name</b>	Ukhalkar Shubham.
<b>Father's Name</b>	Ukhalkar Raju.
<b>Bate Of Birth</b>	20th January 1997.
<b>Gender</b>	Male.
<b>Marital Status</b>	Single.
<b>Nationality</b>	Indian.
<b>Language Known</b>	English, Telugu, Hindi, Marathi.

I hereby declare that all the facts mentioned above are true to the best of my knowledge.

**Date:**

**Yours Sincerely**

**Place:**