**Curriculum Vitae**

**RIYAZ**

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Email: riyaz.257943@2freemail.com

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| **Objective** |

To be a part of progressive, growth oriented organization where my abilities and knowledge will be optimally utilized.

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| **Educational Qualification** |

 ***Post Graduate Diploma in Computer Accounting & Auditing***

 ***Degree in Bachelor of Commerce from RAJASTHAN UNIVERSITY***

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| ***Job/Work Experience*** |

**COMPANY**: Marriyam Export

**JOB DISCRIPTION:** Worked as a Bookkeeper from 2007 to 2008

**COMPANY**: M.A. Gems

**JOB DISCRIPTION:** Worked as Cashier from 2008 to 2010

**COMPANY**: GENPACT

**JOB DISCRIPTION:** Working as a process associate from June 2011 to present

**Job Responsibilities:** Working as team coach of Personal loan verification team of Westpac bank (Australia)

* Responsible for verification of secured and unsecured loans.
* Apart of core job maintained daily Production Report , Roster and Monthly Report
* Also having knowledge of different portfolios like Flexi loans and Credit Cards loans.

**Career growth/promotions at last job**

* Joined Genpact as a Process Associate in Westpac Process.
* Promoted to team leader-SME (subject matter expert) in six months for process
* Took Quality analyst job
* Promoted to team coach.

**Achievements/awards at job**

* Silver and Bronze Awarded for Excellent Performance and Disciple from the Process Owner.
* Spot Awarded for Excellent Performance and Disciple.
* Got Outstanding Performer Awards more than 40 times.
* Got Golden Team member Award by onshore Manager.
* Got Spark Team Member Award by onshore.
* Got Spark nomination more than 6 times from onshore team.

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| **Professional skills** |

* Banking system knowledge
* Documentation
* Document Verification skills
* Team management
* Work management
* Quality analysis
* Working as Customer satisfaction point of view

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| **Interest & Hobbies** |

* Listening music.
* Watching & Playing Cricket.

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| **Personal Information** |

Date of Birth : 19th July 1982

Gender : Male

Marital Status : Single

Languages Known : English, Hindi and Urdu

I hereby declare that the above mentioned details are true to the best of my knowledge as per the statements held.

Date:

Place: U.A.E. Riyaz