**First Name of Application CV No 1645854**

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 D.O.B: 22-07-1987

 Nationality: INDIAN

 Age: 28

 ACADEMIC QUALIFICATION:

 Bachelors in Computer Applications (BCA) – Goa University 2009

 KEY SKILLS:

* Administration
* Microsoft Applications
* Customer Relationship Management
* Sales & Marketing

**PROFESSIONAL EXPEREINCE:**

Samsung Gulf Electronics (Dubai, UAE)

Sales Associate (Consumer Electronics) May 2013 – March 2015

Profile:

* Establishes, develops and maintains business relationships with current customers and prospective customers in the assigned territory/market segment to generate new business for the organization’s products/services.
* Expedites the resolution of customer problems and complaints.
* Supplies management with oral and written reports on customer needs, problems, interests, competitive activities, and potential for new products and services.
* Keeps abreast of product applications, technical services, market conditions, competitive activities, advertising and promotional trends.

Altisource Business Solutions (Goa, INDIA)

Data Entry/Analyst Sept 2011 to Nov 2012

Overview:

Altisource™ provides services to some of the most respected organizations in their industries, including one of the nation’s largest sub-prime servicers, government agencies and many lenders, servicers, investors, mortgage bankers, credit unions, financial services companies and hedge funds across the country.

Profile:

* A full range of solutions to manage defaulted loans from valuation and back-office administrative support to processing short sale and other transactions.
* Filling in all the necessary data of the defaulted customers in the respective software.
* Verifying all the necessary documents of the customers.
* Cross checking all the information in detail, whether there are any Discrepancies.
* After verifying, taking the defaulted customer file to the next stage of Foreclosure Stage.

National Realtors (Goa, INDIA)

Admin Assistant July 2009- August 2011

Profile:

* Use computers for spreadsheet, word processing, database management, and other applications.
* Make copies of correspondence or other printed material
* Set up and maintain paper and electronic filing systems for records, correspondence, and other material
* Conduct searches to find needed information, using such sources as the Internet
* Order and dispense supplies.
* Review work done by others to check for correct spelling and grammar, ensure that company format policies are followed, and recommend revisions
* Operate electronic mail systems and coordinate the flow of information, internally or with other organizations & Collect and disburse funds from cash accounts, and keep records of collections and disbursements. Prepare and mail checks.
* Providing general administrative and clerical support including mailing, scanning, faxing and copying to management.