**ASIM**

**E-mail:** **asim.358290@2freemail.com**

Dubai (U.A.E)

**PERSONAL DETAILS**

**Date of Birth** : 1st October 1992.

**Marital Status** : Single.

**Nationality**  : Indian.

**Visa Status** : Visit Visa

**Linguistic Proficiency** : English, Urdu & Hindi.

**CAREER OBJECTIVE**

###  To gain wide experience of being a part of the challenging team which explores my potential and provide me the opportunity to enhance my talent.

**WORK EXPERIENCE**

**PROCESS ASSOCIATE at GENPACT INDIA PVT. LTD, DELHI**

**JUNE 2015 – MARCH 2017**

**JOB RESONSIBILITIES**

* Handling two processes as additional responsibility.
* Maintains attendance tracker.
* Handles process work flow.
* Maintain backups in excel sheet.

**PROFESSIONAL SKILLS**

* Good communication and presentation skills.
* Organized and well-structured at work.
* Committed to deadlines and schedules.
* Honest, sincere and a hard worker with a high level of integrity.

**COMPUTER SKILLS**

* MS Office (Word, Excel, Power-Point).
* OS: Windows XP/7/8/10.

**ACADEMIC QUALIFICATIONS**

* BACHLOR OF COMMERCE from DELHI UNIVERSITY 2011 – 2014.
* Intermediate – Greenwood Sr. Sec. School in 2010 from Central Board of Secondary Education.
* High School – Greenwood Sr. Sec. School in 2008 from Central Board of Secondary Education.

**DECLARATION**

I hereby declare that the above mentioned information is complete and correct to

the best of my knowledge.

(**ASIM)**