**RESUME**

**Sanjay.374953@2freemail.com**

**PERSONAL INFORMATION**

Name: Sanjay

**PROFILE**

I am young professional intending to continue my development as a employee. I think in terms of results and objectives, I am enthusiastic, and I work with decisiveness and conviction. I have a proactive attitude and find positive ways to stimulate and engage with people.

**EDUCATION**

**2009-2012 Bachelor Of Arts**

**H.N.B.Garwal University, Srinagar**

Relevent Courses: Social Science development, and Political science.

 Result- (50% Marks).

**2008 12th (Intermediate)**

**Uttrakhand Board**

 Geography Management, and Econimics.

Result- (59% Marks)

**2006 10th (High School)**

**Uttrakhand Board**

History, and Basic Science

Result- (50% Marks).

**PROFESSIONAL EXPERIENCE**

01/2013 - 11/2014 **GENPACT**

Gurgoan, India. as**Process Associate.**

 Participate in the information BFSI Group

 Support to Wells Fargo Banking Service.

03/2015 -10/2017**MERCER**

Gurgoan, India. as**Sr.Analyst at testing for anz.**

Responsible for the support to ANZ Group.

 Support to Australian Retirement Saving System.

 Development of Treasury Operations team programs

Daily Task, Prepare Reconciliation,Cheque Refund

 Work with the client to communicate information and

resolve client based queries for Australia & NZ.

Understand to meet client requirements and deadlines

Cross trained in **Cash Book Accounting**

Prepare daily, Bank reconciliation reports.

**EXTRACURRICULAR ACTIVITIES**

**Volunteer work**

 Taught games at a Siksha Bharti School in Gurgoan.

 Prepared and taught lessons, corrected homework.

**SKILLS**

Completed 1 Year Computer Diploma of NIIT.

Languages: Hindi, English.

Software Installation, MS Office.

**INTERESTS AND ADDITIONAL INFORMATION**

SPORT: I love to play Cricketand Travel across India

**Date: Signature.**