

Jagruti Jagannath Gawade

Room No.-5/A, First Floor, Jivdani Chawl No.-3,
Rajanpada, Behind Unity Complex,
Malad (west). Mumbai-400064.

Career objective:

Establish an influential presence with perseverance, hard work, innovation, and knowledge looking for a position to start the career with a financial organization for mutual growth and benefit.

Personal details:

Father Name	Jagannath S. Gawade
Date of Birth	25-Jan-1995
Gender	Female
Marital Status	Single
Nationality	Indian
Languages Known	English, Hindi, and Marathi
Email ID	gawadejagruti95@gmail.com
Contact No.	9930626354/7400241798
Hobbies / Interests	Drawing, listening music, Reading Books.

Educational Qualification:

T.Y.B.COM	Mumbai University	2014-2015	62.45 %
H.S.C.	Maharashtra Board	2011-2012	61.33 %
S.S.C.	Maharashtra Board	2009-2010	78 %

Experience:

I am currently working for Isec Services Pvt Ltd, Jogeshwari from 23-June-2016 till date as a Back Office Executive.

JOB RESPONSIBILITIES:

- Perform employment verification, professional/personal reference checks in an accurate timely, and professional manner. Following company guidelines, client specific criteria and implement changes as necessary.
- Identify and initiate the verification procedure as per the company guidelines.
- Contact employers to verify employment information (salary history, dates of employment, job titles, responsibilities, etc.) provided by the candidate.

- Coordinate with the companies in order to update the database with concerned HR contact details.
- Contact professional references to support / verify information provided by the candidate.
- Follow-up on call or through Email with the concerned HR Spoc for verification closure.
- Track Mails Flowing Throughout the Day.
- Maintain effective record keeping for all requests handled. Ensure all verification's sent out are followed up on in a timely manner.
- Allotting various checks to vendors and following up for the same.
- Generating MIS Reporting as per company Requirement.
- Closing the cases within given TAT.

Soft Skills:

- Basic knowledge of Ms Word, Excel, Outlook & Mis
- In depth knowledge of internet and other search engines
- Internet Research & Analytical Skills
- Typing speed 35s W.P

If given an opportunity to work in your well esteemed organization, I will perform my duties honestly & most sincerely.

Date :

Place: Mumbai

Jagruti J. Gawade