**Your Name.**

**ADD:- XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX**

**XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX.**

**Contact No : 0123456789 / 9876543210.**

**Email-Id:- xyz@careerwithus.co.in**

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| **CAREER OBJECTIVE** |

Seeking a challenging creative position within a progressive environment with opportunities for professional growth based on performance and accomplishment.

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| **PROFESSIONAL EXPERIENCE** |

**Company Name.**

**Designation** : Back Office Executive.

**Period**  : ABC Year To XYZ Year

**Job Profile**

* Keep the records of Company Customer .
* Preparing sanction letters.
* Co-ordinate with executives.
* Update customers addresses accurately as per request.
* Solving queries relating to the job work, error committed & rectification of the same.
* Ensuring that the correct payment is posted to the correct amount.
* Arranging promoters for events.
* Handling petty cash.
* Maintaining data for promotions.

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| **EDUCATIONAL QUALIFICATION** |

 **Degree Board/University Years Class**

 B.com University XXXX XXXX Class

H.S.C University XXXX XXXX Class

 S.S.C University XXXX XXXX Class

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| **OTHER QUALIFICATION** |

* Basic knowledge of computers
* Typing speed @40 wpm (Eng)

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| **STRENGHTS** |

* Willingness to learn.
* Team player.
* A very flexible mindset that makes it easier to get acquainted to the new working conditions.

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| **HOBBIES & INTERESTS** |

Playing Carrom, Cricket .

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| **PERSONAL DETAILS** |

* Date of Birth : DD-MM-YY.
* Father Name : XXXXXXXXX
* Languages : English , Hindi & .
* Marital Status : XXXXXXXXXX
* Gender : XXXXXXXXX
* Nationality : XXXXXXXXXX
* Religion : XXXXXXXXXX

**Date :**

**Place :**

 **(Your Name)**