

## CURRICULAM VITAE

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| <b>NAME : Ukhalkar Shubham</b><br><br>Address : 12/18 Rajeev Gruhakalpa Colony,<br>Ahmedguda, Keesara, Telengana,501301. |  +91 9177345637<br><br> ukhalkarshubham7@gmail.com |
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### CAREER OBJECTIVE

To associate myself with an organization, which encourages me to work on my proficiencies and improve my knowledge levels. I would like to be a part of a team, which works dynamically towards the development of the organization and consecutively help in my individual growth.

### PERSONAL ATTRIBUTES

Motivation, Discipline and Analytical Approach to tackle the problems with lot of zeal.

### CAREER PROFILE

- Have been working for Genpact India Pvt. Ltd. since July 2019 as a Process Associate.

### WORK EXPERIENCE

| Company | Details   |
|---------|---|
| Genpact | <b>Key Functions Strength:</b> <ul style="list-style-type: none"><li>➤ Through knowledge of Back office collections and recovery.</li><li>➤ Hands on experience in setup and maintaining autofinance account and credit card account,skip trace, offset collections for US based bank.</li><li>➤ Proven record of service excellence in BOC.</li><li>➤ Skilled in managing quality functions and ensuring the process are in line with the set requirements.</li><li>➤ Good communication and interpersonal skills with colleagues and onshore counterparts which helps in smooth functioning of business.</li><li>➤ Experience in multi-tasking, prioritizing and contributing substantial volumes.</li><li>➤ Ability to learn quickly and transfer knowledge appropriately.</li></ul> |

### PROFESSIONAL SKILLS

- Trained in Finance and Accounting domains of Accounts Payable and Accounts Receivable.

### RESPONSIBILITIES

- I have cross trained in cares project.
- Performed against the standardized quality methodology and support the usage of agreed tools.
- Received appreciations from onshore team (BOC) for best- in class service.
- Not only processed substantial number of volumes but also delivered excellent quality consistently.
- Handled the escalations and complex work requests and resolved the same within given timelines.

### ACHIEVEMENTS

#### Genpact

- Achieved the best performance award (3 bronze award).
- Suggested one Process improvement idea.

### ACADEMIA

- SSC : Arundathi Vidyalaya High School at Keesara, Hyderabad.
- Inter : (M.P.C) New Chaitanya Jr College at Ecil, Hyderabad.
- Degree : Bcom(Computers) Omega Degree College at Habsiguda, Hyderabad.

### COMPUTER SKILLS

- MS Office

**STRENGTHS**

- Good communication and negotiation skills.
- Ambitious and self motivated.
- Ability to deal with people diplomatically.
- Excellent administration and organization skills.
- Good team player.

**PERSONAN DETAILS**

|                       |                                  |
|-----------------------|----------------------------------|
| <b>Name</b>           | Ukhalkar Shubham.                |
| <b>Father's Name</b>  | Ukhalkar Raju.                   |
| <b>Bate Of Birth</b>  | 20th January 1997.               |
| <b>Gender</b>         | Male.                            |
| <b>Marital Status</b> | Single.                          |
| <b>Nationality</b>    | Indian.                          |
| <b>Language Known</b> | English, Telugu, Hindi, Marathi. |

I hereby declare that all the facts mentioned above are true to the best of my knowledge.

**Date:**

**Place:**

**Yours Sincerely**