

RESUME

Kanva Sharma

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Career Objective:

To secure a challenging position in a competitive organization, where I utilize my capabilities and experiences to the best extent. Constantly learn new technology and add value to the organization.

Work experience

Senior Analyst (3 years 5 months)

Feb 2015 – July 2018

RBS Business Services India Pvt. Ltd.

Gurgaon

Payment Protection Insurance (Data Gathering) {September 2017- July 2018}

- Have been a part of the Pilot batch of Overdraft No PPI Ready to work process.
- Being the *subject matter expertise* [S.M.E.], I've handled the *Overdraft* product in & out.
- Have successfully imparted training of the whole process to new staff of the team.
- Managing tasks like process automation; handling queries; MI preparation; process amalgamation.

Overdraft Renewals {February 2015- August 2018}

- Performed almost every activity under this process like Review, Renew, Increase, Decrease, Cancellation of Overdraft, handling E-mails and interacting with Off-shore team.
 - Learned and performed a different activity named as "Confirmation of Committed Business Overdraft Facility" (C.C.B.O.F.), where after performing several checks on back office, the customer is informed that the required facility of Overdraft has been successfully granted for a period of 1 year.
 - Have also achieved Spot Ovation reward for outstanding Production and Quality given to the business.
 - Have actively participated in numerous Corporate Quiz and also hosted interactive Quiz within my team for different policies and workings going within the organisation.
 - Actively and whole-heartedly supported the business while one of our business location at Chennai was affected with Flood and shut-down crises for 10 days.
 - Have been providing full process training to the new team members who have recently joined the process.
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BDE (8 months)

Dec2013– Aug 2014

City Innovates Pvt. Ltd.,

Gurgaon

Role: Business Development Executive

- Leading and managing a team of 7 graduates, working together to complete a project, namely *Search Force Online- Learning School (SFOLS)*- a branch of City Innovates Pvt. Ltd., Gurgaon.
- Handling the complete Marketing of SFOLS.
- Recruited students from *Delhi Technical University, Delhi* (D.C.E. & D.S.M.) and *Nemi Chand College of Engineering, Israna(Panipat)* for internship and employment offers.

Project handled during Internship:

Completed a research project on “**Feasibility Study on Secondary Channels in Maruti-Suzuki India Ltd.**”, which is now known as **NEXA**, about examining the existing automobile manufacturers and their secondary channels (divisions). My responsibility was to check whether **MSIL** can launch a similar secondary channel for its small car range or not.

Qualifications:

- Masters of Business Administration, 2014, from ITM University, Gurgaon, CGPA of 7.7 (Scaled on 10).
 - Bachelors of Computer Application, 2012, from GJUS&T, Hisar, secured first division with 75%.
 - XII, Senior School Certificate Examination, 2009, with 67% from T.B.D. Sr. Sec. Model School, Hisar (CBSE).
 - X, Secondary School Examination, 2006, with 71% from Jindal Modern School, Hisar (CBSE).
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Technical skills:

- MS Office
- Adobe Photoshop

Strengths:

- Dynamic & enthusiastic team player.
- Team leadership skills.
- Ability to build positive business relationships.
- Good communication skills.
- Enthusiast.

Achievements:

- 1) Won first prize in Western Solo Singing at a National Level Cultural Fest organized by **National Institute Of Technology (N.I.T.), Kurukshetra**, Haryana.
 - 2) **Center Mid-fielder** in Football team of ITM University.
 - 3) Core team member **inplacement cell** of ITM University.
 - 4) Lead Main Team of **MOMENTUM 2013**, an annual cultural fest of ITM University.
 - 5) Core Team member of **CEREBRATION'13**, School of Management, ITM University.
 - 6) Co-ordinated and managed an event named “Age of Methodology”, held in March 2013, ITM University.
 - 7) Secured 4th rank in the university in Second and Final year of B.C.A. (Bachelor's Degree).
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Personal profile:

Date of Birth:	6 th November, 1990
Sex:	Male
Marital status:	Single
Nationality:	Indian
Languages:	English, Hindi, Punjabi
Correspondence Address:	555, 1 st Floor, Sector-45, Gurgaon

Declaration

I hereby declare that the information shared above is true to the best of my knowledge.

Date: __/__/2019

Place:Gurgaon

(KANVA SHARMA)