Radhika Thakur

Contact No. : 7683031079, 9871687751

Email ID: [radhikathakur856@gmail.com](mailto:radhikathakur856@gmail.com)

**Career Aspiration**

I am seeking an opportunity to work in a challenging and learning environment where I can develop myself as a professional, utilize my skills and enhance my knowledge to the best of my abilities to achieve the organizational goals.

**Professional Experience**

Working as an Executive in EXL PVT LTD, from 15th June 2021

Worked as a Process Advisor in Barclays from 31st October 2019 – 30th September 2020. Designation – Process Advisor (BA2 Level) in PPI (Payment protection insurance is a department, responsible for returning all the refunds which were generated because of miss selling of a policy.)

**Educational Qualification**

* Graduate in B.A eng.(H) from school of open learning (SOL), Delhi University.
* Completed higher secondary from Kamal Model Sr. Sec School from CBSE Board in 2016 and scored 7.3 cgpa
* Completed high school from Kamal Model Sr. Sec School from CBSE Board in 2014 and scored 7.2 cgpa.

**Computer Proficiency**

* ANIIT Certified in Banking and Finance.
* **Course Details:**
* MS Office - Word, PowerPoint, Outlook.
* Typing speed 35wpm
* Good understanding of office procedure

**Job Responsibilities**:

1. The main objective is to set the case routing according to the injury of the employee under the State Specific Instructions.

2. Check all the cases analysis and brief study whether the case has to be SUS, MMU or CST

**VALUE SYSTEMS**:

Follow rules, possesses honesty and self respect, polite, courteous, kind, helpful and display a positive attitude.

**Strength**

* Multi- tasking and can work under pressure.
* Goal oriented.
* Time oriented and adaptability.
* Self-Disciplined.
* Positive Attitude.
* Good Communication skills.
* Good Coordination to other employees of organization.

**Personal** **Details**

* Father’s Name : Anil Thakur
* Mother’s Name : Kiran Thakur
* DOB : 11th December, 1998
* Nationality : Indian
* Religion : Hindu
* Marital Status : Unmarried
* Languages Known : English, Hindi.
* Permanent Address : New Ms 58 Mohan Garden, near ok model school, New Delhi.

**Hobbies**

* Painting.
* Dancing.
* Baking.
* Travelling.

**Declaration**

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

Radhika Thakur