

# Back Office Resume

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**Your Name**

**Mobile no:**

**Email-ID**



## **Career Objective:**

To make positive contribution as part of your dynamic and well reputed organization in a position where my management, decision making and communication skills will be appreciated and enhanced.

## **Qualification Summary:**

- Good comprehension skills with a typing speed of 35 wpm
- Good exposure to the back office profile with work experience in the field of Insurance, Finance and Banking.
- Seasonality in funds performance
- Experience of working in rotational shifts

## **Educational Qualification:**

- B.COM 1st Division from MNO University
- HSC from O university with 1st grade

## **Personal Abilities:**

- Ambitious, hard working, energetic and well disciplined
- Good communication skills
- Good oral and written skills
- Positive thinking, self-motivated and flexible
- Soft spoken

## **Technical Skills:**

- Sound Knowledge of Ms-Word
- Well experienced with use of internet

**Personal Details:**

**Father's Name:**

**Mother's Name:**

**Date of Birth:**

**Gender:**

**Marital Status:**

**Nationality: Indian**

**Declaration:**

I do hereby declare that the above information is true to the best of my knowledge. Finally, I request the concerned authorities to provide me a chance, so that I can prove the best of myself. I shall ever be thankful and grateful to you.

**(Signature)**