

# Curriculum Vitae

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Nilesh Ramakabal Upadhyay  
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## CAREER OBJECTIVE:

To work in professional organization that provides good opportunity for enhancement of professional and personal status and to be a part of the team that works for the growth of its organization.

## EDUCATIONAL QUALIFICATION:

Examination passed	Board/ university	Year of passing	% Marks
TY BCOM	Mumbai university	2015-16	65.20%
HSC	Mumbai university	2012-13	44.67%
SSC	Maharashtra board	2010-11	60%

## EXPERIENCE

### Working with as Operation Executive in VIVA Home Finance since June 2017

- File log in
- Disbursement
- Loan closer & Handover documents
- Maintaining day to day MIS
- Preparing Welcome letter & Insurance letter
- Preparing LOD

### Worked as auditor in DHFL

Role:

- Auditing Home Loan Files
- Checking Legal And Technical Conditions
- Maintain The Excel File

## COMPUTER KNOWLEDGE

Basic of Computer & can Accesses Easily.

Knowledge of MS Offices, Power Point, Word, Excel Etc. & Certify In Tally

## PERSONAL PROFILE

Name : Nilesh Ramakabal Upadhyay  
Date of birth : 04<sup>th</sup>April, 1994  
Permanent address : 201/A, Dakshina Bulding,  
Central Park, Nallasopara East.-401209  
Contact no : 8080541284  
Religion : Hindu  
Language Known : English, Hindi, Marathi  
Nationality : Indian  
Marital Status : Married

## DECLARATION

I Confirm That The Information Provided By Me Is True To The Best Of My Knowledge & Belief.

Dated

(Nilesh R Upadhyay)