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FALCON ID # 31759

Oilfield Services / Analyst

Residential Country : India Nationality : India  
Resume Title : Analyst Notice Period : 1 Days

## EDUCATION

Qualification	Institute / College /university	Year	Country
B.com	Delhi University	0000	India

## CAREER SUMMARY

Position	Employer	Country	From Month/ Year	To Month/ Year
Financial Analyst	Reputed Company	India	03/2012	/
Sr. Customer Service Representative	Fortuna Computech	India	07/2008	12/2011

## ADDITIONAL CERTIFICATE AND TECHNICAL QUALIFICATION

Name Of The Course	Course Date	Valid Upto	Name Of Organisation
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Current Salary (Monthly In Usd): Not Mention Expected Salary (Monthly In Usd): Not Mention

Additional Skills :

## SKILLS & ABILITIES

- Adept at developing and maintaining detailed administrative and procedural processes
- Highly focused and results-oriented in supporting complex deadline-driven operations
- Proficient in Microsoft Office System 2013 and Microsoft Windows operating system
- Very high standard of English, grammar, punctuation and spelling

- Trustworthy and able to work in highly confidential environments
- Articulate with excellent communication and interpersonal skills
- High level of focus and attention to detail and accuracy
- Superb organizational and time management skills
- Ability to accurately maintain computerized and manual filing/documentation systems
- Works extremely well in both team-based environments or independently with little or No supervision
- Enthusiastic, flexible and capable of working on own initiative

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