

201 Creado Apartments,
Juhu Church Road,
Juhu, Mumbai- 400049 India
P : +91 8898080904
E : hr6@falconmsl.com
W : www.falconjobs.net

FALCON ID # 31764

Oilfield Services / Analyst

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

EDUCATION

Qualification	Institute / College /university	Year	Country
B E / B Tech	Bput University	2008	India

CAREER SUMMARY

Position	Employer	Country	From Month/ Year	To Month/ Year
Quality Analyst	Reputed Company	India	11/2014	/
Technical Solutions	Hp Global Service	India	12/2010	06/2013

ADDITIONAL CERTIFICATE AND TECHNICAL QUALIFICATION

Name Of The Course	Course Date	Valid Upto	Name Of Organisation
--------------------	-------------	------------	----------------------

Current Salary (Monthly In Usd): Not Mention Expected Salary (Monthly In Usd): Not Mention

Additional Skills :

ACHIEVEMENTS

- Certificate of Appreciation from Client (ALU) For receiving maximum c-sat in the month Dec 2012

COMPUTER KNOWLEDGE

- Working knowledge about Computer Languages such as C, c++, JAVA
- Operating System: Windows XP, Windows 7, 8

SKILLS

- Excellent ability to adapt to difficult situations
- Capable problem solver
- Quick Learner
- Good organizational and man management skills

Additional Information :

- Monitoring calls and emails and takes appropriate actions
- Tracking cases randomly for audit purpose
- Providing feedback to ensure correct procedures are followed
- Sending Daily Email, call reports to team
- Responsible for Salary, Reimbursements of employees
- Managing Transfer Requests of employees initiated by the business
- Ensuring good employee service and prompt resolution is maintained
- Working with back end teams to ensure team achieves its daily metrics
- Confirming employment details of NAB employees to 3rd party
- Clarifying employees queries regarding various people policies and their mandatory learning