

CURRICULUM VITAE

Mohit Jaiswal

Present Address:

H. No. 474/9

Subhash Nagar, Street No-44

Gurgaon - 122001 (HR)

Mobile NO +91 – 8800010605

Career Objective: -

To work for an organization which values its human resources as most valuable asset and provides opportunities and congenial work environment where I can utilize my skills, knowledge and experience in the company's interest.

Educational Qualification:

- **Diploma in Civil Engineering.**
- **12th Passed from C.B.S.E.**
- **10th Passed from C.B.S.E.**

Experience

- 6 Months Experience in **Bird Information Systems Pvt. Ltd.**
 - Taking care of stuck related issue's for Yatra Process.
- 1-year Experience in **Radical Minds as Executive.**
 - Taking care of stuck related issues of customer.
 - Taking care of payment related issue of vendors.
- 4 Years' Experience in **Make my Trip in Finance and Account Department.**
 - Taking Care of Finance related issue of domestic and international hotels.
 - Vendor Reconciliation of OYO, Treebo & FAB.
 - Taking care of payment related issue for vendors.
 - Cost Reconciliation
- 1.5 Years' Experience in **Policy Bazaar.com in Under Writing Team.**
 - Check all KYC documents with verification.
 - Customer verification through video call.
 - Taking care of forged documents and impersonation.
 - Maintain data for all customer's KYC documents and compile customer's information.

Personal Details:

Father's Name	Mr. Rakesh Jaiswal
Date of Birth	24/09/1992
Gender	Male
Marital Status	Unmarried
Nationality	Indian
Language Known	Hindi, English

Declaration:

I do hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Date: -

Place: -

(Mohit Jaiswal)