

ANAND DUBEY

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PROFESSIONAL SUMMARY

Detail-oriented Compliance and Operations Professional with 6+ years of experience in documentation management, audits, workflow optimization, reporting, and cross-team coordination. Proven ability to maintain 98% accuracy in compliance tasks, reduce operational errors, and ensure SLA delivery. Skilled in MS Office, data handling, issue resolution, and backend operations.

CORE SKILLS

- Compliance & Documentation
- Back-Office Operations
- Reporting & Excel
- SLA & Workflow Management
- Process Improvement
- Data Auditing & Accuracy
- Coordination & Client Communication
- Time & Task Management

PROFESSIONAL EXPERIENCE

Compliance Analyst — FIS Global Business Pvt. Ltd., Gurgaon (Sep 2020 – Present)

- Achieved 98% accuracy in compliance documentation audits.
- Reduced documentation errors by 15% through workflow improvements.
- Ensured 100% SLA adherence through structured reporting.
- Coordinated with teams for discrepancy resolution and process updates.

Site Supervisor — 8 Majestic Homes, Dwarka (Apr 2017 – May 2020)

- Managed daily site operations, manpower, and vendor coordination.
- Maintained construction documentation and safety compliance.

Site Supervisor — NGLC Realtech Pvt. Ltd., Gurgaon (Dec 2015 – Mar 2017)

- Supervised workflow, tracked progress, and coordinated subcontractors.
- Conducted material audits and prepared reporting.

Site Supervisor — Yes Please, Nehru Place (Mar 2014 – Nov 2015)

- Assisted in renovation projects, manpower handling, and reporting.

EDUCATION

- B-Tech Degree in Civil Engineering – I.C.E, Karol Bagh
- 12th (Science), CBSE — 2013
- 10th, CBSE — 2011

CERTIFICATIONS

- A+ in Autodesk AutoCAD 3D
- Trained in 3Ds Max & Revit — Cadd Centre Dwarka
- Proficient in MS Office (Excel, Word, Outlook)

PERSONAL DETAILS

- Date of Birth: 20 June 1996
- Marital Status: Married
- Languages: Hindi & English