

ANIKET LAXMAN MOURYA

Ram Nagar, Road No. 28, Krishna Chowk
Near TMC Garden, Wagle Estate, Thane – 400604

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Career Objective

To work with a reputed organization where I can utilize my skills and grow professionally. I aim to take on responsibilities and contribute to the company's success through effective management of resources and customer satisfaction.

Professional Summary

A creative and enthusiastic professional with a diverse background in administration and customer service. Possess strong organizational and communication skills, with the ability to work independently or as part of a team. Quick to learn new tasks and adapt to changing environments. Proficient in computer applications and committed to achieving company objectives.

Work Experience***1. IDFC FIRST BANK – Loan Department***

Buzz Works Business Service Pvt. Ltd. (1 Year)

Analyzed customer profiles, banking statements, and CIBIL reports

Verified loan documents for disbursement

Ensured high levels of customer satisfaction

Resolved customer issues and provided query support

2. PlatinumOne – Real Estate (1.5 Years)

Worked across multiple Godrej project sites handling client coordination and inquiries

3. Q Connect – Real Estate (6 Months)

Associated with Lodha Developers

Worked across multiple Lodha project sites handling client coordination and inquiries

4. Puranik Builders – Real Estate

Bhavdhan, Pune – Puranik Abitante Fiore Project

- ☐ Involved in customer engagement and sales for the ongoing residential project

Educational Qualification

Qualification Board Year

HSC Maharashtra State Board 2018

SSC Maharashtra State Board 2016

Personal Details

Date of Birth: 24th June, 2000

Gender: Male

Marital Status: Single

Religion: Hindu

Nationality: Indian

Languages Known: English, Hindi, Marathi

Hobbies: Listening to music, travelling

Strengths

Customer-focused with a strong ability to understand and meet client needs

Quick learner with the ability to adapt and grow in new environments

Self-motivated and goal-oriented with a positive attitude

Strong interpersonal and teamwork skills

Career Goal

To contribute to an organization where I can develop my professional skills and grow in a role aligned with the company's long-term objectives.

Declaration

I hereby declare that the information provided above is true and correct to the best of my knowledge and belief.

Date:

Place:

Signature:

(Aniket Laxman Mourya)

