

sanjeetbhakta@gmail.com
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Sonpur, Saran 841101

SANJEET BHAKTA

Skills

- SQL
- MS office
- MS excel
- Computer skills
- Operating system
- Programming languages
- Accounting
- Banking sector

Education And Training

05/2019

**Bachelor OF Library And
Information Science:**
**Maulana Mazharul Haque
Arabic & Persian University**
Patna, Bihar

07/2018

Bachelor Of Science:
Physics (Hons)
Jai Prakash University
Chhapra, Bihar

Certifications

Diploma Certificate in ADCA.

Languages

English, Hindi: First Language

Summary

Highly motivate professional with experience in process improvement and cost management. Proven track record of successful implementations of process improvement initiatives, resulting in reduced costs and improved customer satisfaction. Well versed in process optimization, performance management and team coordination. Adept at developing and implementing strategies to improve efficiency, reduce costs and increase profitability.

Experience

Genpact - Process Associate

Noida, UP

11/2022 - 05/2024

- Utilized problem solving skills to troubleshoot system errors in a timely manner
- Analyzed existing systems, identified areas for improvement and developed strategies for optimizing performance
- Calculated process quantities and productivity to determine budgets.
- Assisted customers with setting up online accounts for payment processing.
- Maintained accurate records of all transactions related to processes in accordance with company guidelines.
- Conducted daily process reviews to identify areas for improvement and increased efficiency.

Hexaware Technologies - Process Executive

Bhopal, MP

06/2022 - 09/2022

- Content Moderation role where we verify social media videos
- Coordinated testing and validation, ensuring compliance
- Provided technical expertise, contributing to a 15% reduction in system failures.