

# ANITA

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## CAREER OBJECTIVE

I'm eager to explore new roles in banking that allow me to expand my skills and take on greater responsibilities. While my background is in business loans, I'm excited about the opportunity to learn more about different areas of banking. I'm enthusiastic about growing professionally and contributing positively to the team.

## EXPERIENCE

### CPA

#### ICICI Bank

06/2022 - 04/2024 Industrial Area Phase 1, Chandigarh

- Ensured business loan files are complete with all necessary documents.
- Verified that loan documents adhered to eligibility criteria and complied with regulatory requirements.
- Conducted thorough background checks and reviewed credit histories of applicants to assess suitability for loans.
- Collaborated with Relationship Managers to expedite the timely completion of loan documentation.
- Provided feedback to Relationship Managers, improving document accuracy and reducing errors.
- Facilitated the processing of completed loan files for further evaluation by Credit Managers.
- Assisted Credit Managers in the comprehensive assessment and evaluation of business loan applications.
- Maintained accurate records of all business loan applications and their status.
- Ensured data integrity and accuracy in MIS reports for management review.
- Generated and updated daily MIS reports on loan processing activities, ensuring transparency and accountability.

## EDUCATION

### Bachelor of Business Administration

#### Panjab University

2017 - 2020 Chandigarh, India

### Class 12th

#### Govt. Model Sr. Sec. School Sector 40

2017 Chandigarh

### Class 10th

#### Govt. Model High School Sector 39

2015 Chandigarh

## SKILLS

Customer Relationship Management	Computer literacy	Financial Analysis	Microsoft excel
Documentation review	Microsoft word	Communication skills	Time management

## LANGUAGES

English  
Proficient



Hindi  
Native



Punjabi  
Intermediate



## STRENGTHS

### Data-driven decision making

Skilled in producing and analyzing MIS reports effectively.

### Multitasking

Efficiently handled multiple loan files simultaneously, prioritizing and organizing tasks to ensure timely and accurate processing.

### Detail-oriented documentation

Highly organized in loan processing documentation and accuracy.

### Analytical financial skills

Proficient in financial analysis to assess loan applications.