

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

Punjab 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.