



ANAMIKA JAIN

PERSONAL PROFILE

Highly Motivated Student with a goal driven work ethics. Strong curiosity for the financial markets and human resource management and want to know more about it.

WORK EXPERIENCE

FinEdict Financial Services Pvt Ltd (HR Manager)

November 2022 – November 2023

- ♦ Assigning task, guide and lead employees to ensure appropriate financial process are being used.
- ♦ Preparing job description and job specification or contributing in planning and development of organization goals and objectives.
- ♦ Sourcing, screening, onboard the candidates, administering pay & benefits, verifying documents and enforcing company policies and practices.
- ♦ Coordinating with Bank managers, Bank executives and DSA's regarding the loan files related to personal, home loan and loan against property.
- ♦ Training and development: Providing assistance to all team members and banking personnel to enhance their skills.
- ♦ Producing and evaluating performance reports of all team members.

Teleperformance (Customer Care Executive)

October 2022

- ♦ Working for authorization, clearing and settlement and collaborating with other teams- to provide full support to the clients.
- ♦ Required to solve problems and investigate/resolve a wide of issues and requests that include gathering additional information for all three LOB.
- ♦ Setting expectations and working with other support organizations to fulfill the request.
- ♦ Handle escalated issues by successfully navigating the organization to resolve customer requests.
- ♦ Routes, maintains and tracks outstanding servicing requests and provides thorough follow up.
- ♦ Accountable for the successful resolution of all customer Requests.

XL Dynamics (Associate Analyst)

Nov 2020 – Sept 2022

- ♦ Providing servicing and loan boarding services for USA based mortgage company.

CONTACT ME AT



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SKILLS

●●●● MS Office

●●●● Advanced MS Excel

●●●● Financial Modelling

●●●● Basic of Tableau

INTERESTS

Travelling

Painting & Sketching

Gardening

- ♦ Handling queries of the borrower related to their loan like Installment calculations, Tax calculation, Servicing portal, Statement, Welcome letter, Verifying Documents and other aspects related to the loan.

INTERNSHIP EXPERIENCE

PNB MetLife India Insurance Co Ltd (Finance Intern)

April 2020 – June 2020

- ♦ Contributing to meeting sales target.
- ♦ Handled Customers and learnt significantly on customer behavior, relations and feedback.
- ♦ Provided Customer Service Support.

A2Z Packaging Bazar Pvt Ltd (Finance Intern)

May 2020 - June 2020

- ♦ Helped in promoting the company by using different social media platform.
- ♦ Helped strategize and grow A2Z by connecting more Dealers.
- ♦ Helped in overall development of the organization.

Acelot Innovation Private Ltd (HR Intern)

June 2020 – Dec 2020

- ♦ Job posting on various channels and selecting the suitable profile of the candidate on the basis of client requirement.
- ♦ Screening - Conducting or taking video or telephonic interview and then identifying the top candidate.
- ♦ Onboarding - Explaining the candidate about the organization culture and their job and preparing the offer letter for them.

CERTIFICATIONS

- ♦ MS Office Certification - TATA
- ♦ Financial Modelling and Valuation - Udemy
- ♦ The Work from Home Certification Program for Millennial Manager
- ♦ Steel Microsoft Excel - Udemy

EDUCATIONAL HISTORY

- ♦ **PGDM - Finance & HR | 2019 - 2021**
Institute of Business Management & Research, IPS Academy, Indore
- ♦ **B.Com | 2016 - 2019**
Devi Ahilya Arts & Commerce Jagdale College, Indore
- ♦ **Class - XII | 2016**
Bina Public Higher Secondary School, Bina
- ♦ **Class X | 2014**
Saint Dominic Savio Convent Hindi Medium School, Lalitpur