

Kamya

contact: +91-9268303027

Location: RZ -630A, Lane 27e-1, Sadh Nagar - 2, Palam Colony, New Delhi -110045

Linkedin: [Linkedin](#) , Email: kamya.sarkania@gmail.com

SUMMARY

I am a motivated professional with strong analytical and investigative skills, demonstrated during my role as a CDD Exits Analyst at NatWest. I excel in process improvement, data analysis, and effective communication. A collaborative team player, I have consistently met KPIs and delivered results within SLAs while contributing to team success.

EDUCATION

Program	Institute	Completion Year
B.Com	Maitreyi College	2017-2020
XII (CBSE Board)	Indira Ideal Sr Sec School	2017
X (CBSE Board)	Indira Ideal Sr Sec School	2015

SKILLS

Core Skills: Analytical skills, due diligence, MS Office, attention to detail, investigation skills, customer support, brainstorming, research, problem solving, data collection, data analysis
Communication Skills: Confidence, excellent written & verbal ability, active listening, clarity, feedback, attentiveness, inquisitiveness
Leadership Skills: Empathy, creativity, reliability, time-effective deliverance of task, comfortability

Professional Experience

NATWEST, — CDD EXITS ANALYST	October 2021 – June 2023
<ul style="list-style-type: none">Conducted detailed investigations of customer data to determine eligibility for exits, ensuring compliance with guidelines and maintaining accuracy.Demonstrated strong process mastery, achieving full scores in multiple knowledge assessments and excelling across various sub-processes.Consistently delivered high-quality work, meeting 100% of KPIs and SLA deadlines, earning recognition from management.Contributed to process optimization by presenting actionable ideas and implementing time-saving strategies, improving team efficiency by 15%.Played a key role in team engagement by organizing activities, mentoring new members, and fostering collaboration.Gained confidence in presenting ideas effectively, both individually and in team discussions, enhancing communication skills.Built strong professional relationships, cultivating a supportive and positive work environment.Selected to engage with senior leadership as a trusted and recognized contributor, demonstrating expertise and reliability.	

ATC ENGINEERING, NOIDA— ACCOUNTS INTERN	March 2018 – May - 2018
<ul style="list-style-type: none">Gained hands-on experience as an intern in the Accounts Department, enhancing practical knowledge of financial operations.Learned the basics and practical application of Tally for accounting tasks.Assisted in company projects, contributing to their successful execution and timely completion.Consistently delivered work with responsibility and adherence to deadlines.Earned recognition for reliability and commitment to maintaining high-quality standards.	

CERTIFICATIONS

- World Class Skill Centre - Finance executive Course - 2017-2018
- British Council - Spoken English Certification - 2017

EXTRA-CURRICULAR ACTIVITIES

- Volunteered In Medical Health Check Up Camps In And Out Station
- Provided Free Education To Underprivileged Kids
- National Taekwondo Player And Delhi Olympic Medals

LANGUAGES

Hindi (Mother Tongue)
English (Fluent)
German (Elementary Level)