



Rashmi Rahul Anand

Process Associate

Skills

Procedures



Business Process



Client Expectations



Company Policies



Communication



SIX SIGMA



Customer Service



Sales Floor



Customer Accounts



HR



About Me

- Adaptable Process Associate capable of analyzing several different types of computer and business processes simultaneously.
- Adept at developing detailed reports for management, working closely with departmental managers to get accurate results, and assisting IT support in solving various network issues. Specializes in networking process and advanced business methods.

Highlights

- An verbalize and sure communicator, who coordinating promptly into modern circumstances and circumstances, reacts emphatically to weight.
- Work collaboratively with group individuals to realize common objectives, whereas maintaining responsibilities and commitments. Simple to induce beside individuals with changed foundation and societies and work conditions.

Work Experience

ASCENDUM KPS | 20th February 2021 to till date

Process Associate

- Auditing Mortgage loan Documents.
- Carefully analyze records and illuminate clients of lost items.
- Submit intermittent reports as necessary.
- Any other assignments duties as allotted from time to time by the concern department.
- Assessing process orders.
- Servicing and maintaining production equipment.
- Troubleshooting processing issues.
- Maintaining machinery supply inventory.
- Notifying Quality Assurance personnel of production flaws.
- Ensuring production processes adhere to safety and quality regulations.
- Creating production process reports.

Technical Skills

- **COMPUTER TEACHER TRAINING COURSE (DIT)**

PERSONAL ACCREDIATES

- **Date of Birth : 31st Aug.1987**
- **Husband Name : Rahul B Anand**
- **Marital Status : Married**
- **Languages Known : Gujarati, Hindi and English**


Education

- **M.S.W**
- **B.com**


Awards & Accolades

- **Swachhta Excellence Award in 2018 and 2019 by Ministry of Housing and Urban Affairs**

Contact

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Ahmedabad – 380022

DATE:
PLACE:

Loan Manager

Women Empowerment and Corporation | 1st June 2019 to 30 October 2020

- Promote SHG-Banks linkage with ICICI Bank
- Handling 8 Loan Officer Team.
- Collect everyday operations and manage all schedule maintain internal control on all loan processes.
- Manage all loan cycle process and determine efficient work plan to achieve all business objectives.
- Carefully analyze documents and inform clients of missing items.
- Develop and maintain professional relationships with all borrowers and greet all borrowers efficiently over telephone.
- Submit periodic reports as necessary.
- Resolve all query from Bank.
- Any other tasks duties as assigned from time to time by the concern department.

Community Organizer

Ahmedabad Municipal Corporation | 12th October 2015 to 30th May 2019

- Develop community level comprehensive database on framework, resources and social angles, upgrade the database periodically.
- Support and fortify SHGs and their leagues counting the SHGs of impaired people in getting to focalized services.
- Promote SHG-Banks linkage. Establish contact with government divisions for convergence.
- Ensure the social mobilisation of urban poor in his or her operational area- directly or through Resource Organizations (ROs).
- Facilitate community in forming into groups / federation.
- Facilitate implementation of various programmes / aspects related to DAY-NULM in his / her operational area.
- Assist in surveys related to DAY-NULM.
- Support implementation of development works like community contracts, O&M of community assets etc.
- Organize and attend community level meetings trainings.
- Submit periodic reports as necessary.
- Any other tasks duties as assigned from time to time by the concern department.

Ahmedabad Municipal Corporation - MISSION MANGLAM YOJNA | December 2013 to October 2015

- Ensure the social preparation of urban destitute in his or her operational zone- directly.
- Facilitate community in shaping into bunches / federation.
- Facilitate execution of different programmes.
- Develop community level comprehensive database on foundation, resources and social perspectives, overhaul the database periodically.
- Support and fortify SHGs and their alliances counting the SHGs of crippled people in getting to concurrent services.
- Promote SHG-Banks linkage.
- Support execution of improvement works like community contracts, O&M of community resources etc.
- Organize and go to community level gatherings trainings.
- Submit intermittent reports as necessary.
- Any other errands obligations as doled out from time to time by the concern department

Declaration

I hereby declare that the above mentioned information is correct up to my knowledge and bear the responsibility for the correctness of above mentioned particulars.

(RASHMI RAHUL ANAND)