

# KAMINI TRIPATHI

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## OBJECTIVE

To gain in-depth understanding in the field of Credit Underwriting and turn out to be a specialized professional.

## EDUCATION

Master of business Administration - Prestige college, Indore  
Bachelor of business administration- APS University, Sidhi.

May 14- May 16  
Jun- 10 – Jun 13

## WORK EXPERIENCE

### IOCL Vadodara (Intern) | Interning in various fields such as:

Jun 16 –Aug -16

- Filing of Individual & Corporate Client Level IT Returns.
- Undertaking Specialized Projects in the field of Forensics.
- Involved in Setting up Internal Controls at Corporate Level.
- Statutory, Tax, Concurrent & Internal Audits.
- Further awarded with Best Article Award of SNA for the year 2016.
- Bank transaction including loan compliance, accounts and finances of the concern.
- Outsourcing vendors, suppliers and distributors of the company.

### Senior-Officer | ICICI Bank – Business Loan Dept.

Jan-17-Oct-18

- Quality check of the files in terms of completeness of documentation for decision making and also calculation of eligibility as per credit policy.
- Managing team of self employed who are responsible for Processing of self employed files.
- Maintaining the overall TAT for processing of file
- Enhancing the customer experience by facilitating smooth processing of file (Pre-login opinion and login processing).
- Training of sales teams with respect to documentation of self employed files and basic calculation under various products.
- Giving timely feedback to sales team about the quality and quantum of sourcing.
- Assisting RM in analyzing proposal, providing training and assisting in disbursement Process.

### Relationship Manager | Aditya Birla sun Life Insurance -Direct Marketing

Dec-18 – May-19

- Deal with existing customer.
- Provide customer services.
- Cross sales with the existing customer.

- Defined strategic goals and worked with teams, departments, technology and processes to align systems to targets.
- Work with branch banking to generate leads of housing loans and mortgages to Increased branch Profits.
- Documented meeting minutes and distributed to staff to facilitate follow-up and permanent record.
- Developed policies and procedures for operational processes to ensure compliance with standards and regulations.
- Presentation Skills involving previous presentation to client for GST Implementation, System Implementation, etc.
- Communicated with management to develop strategic operation goals.

## HOBBIES

- Listening Music
- Road Trips

## PERSONAL INFORMATION

□ Father's Name:	Mr. IndraSen Tripathi
□ Date of Birth:	30-Dec-1993
□ Sex:	Female
□ Nationality:	Indian
□ Languages Known:	English, Hindi

## ACKNOWLEDGEMENT

I declared that all the information furnishes above are true to the best of my knowledge and belief.

**Date :**

**Place :**

**(KAMINI      TRIPATHI)**

