



Sushma Singh

Process Developer

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Flat No. 3, Kondhwa Khurd, Pune, India

Currently working as a Process Developer at Genpact India Private Limited with an overall experience of 3 years in Credit Analysis, Data Analysis, Quality and Compliance Audit, MIS Reporting, Brand Management and Customer Engagement .

WORK EXPERIENCE

Process Developer Genpact India Private Limited

09/2016 – Present

Gurgaon

Tasks

- Reviewing Customer's account and managing their database.
- Reviewing credit worthiness of the customers as per the Lending Policies.
- Reporting, Data Analysis and Performance Analysis as per the statistics designed.

Lead Officer Manipal Hospital

12/2015 – 05/2016

Goa

Tasks

- MIS Report, Business Achievement Report, Weekly and Monthly Revenue Report.
- Create and present financial modelling, branding and organising marketing campaign.
- Analysis of revenue opportunities within the division.

Financial Analyst XL Dynamics India Private Limited

05/2015 – 11/2015

Mumbai

Tasks

- Analysis of the property value, taxation rates, creditworthiness of the applicant to provide mortgage.
- Reviewing vital mortgage documents like credit report, appraisal report, title report, income documents.
- Loan audit to ensure that all the loans that are funded are in compliance.
- Clearing underwriting conditions.

EDUCATION

Master of Business Administration Banasthali University

2013 – 2015

Courses

- Finance/Marketing

B.Com Mahatma Gandhi Kashi Vidyapeeth

2010 – 2013

SKILLS

MIS Reporting

Data Analysis

Financial Modelling

MS Office

Revenue Analysis

Brand Management

Finance and Accounts

Mortgage Processing

Internal Audit

Advanced Excel

PROJECTS

Internship Project from Hindustan Times on 'Revenue and Profit from Sales and Distribution.' (2014)

Certification in Mutual Fund (2015) and in Banking FOREX (2014).

Certification from MSME on specialised management development program on Financial Management (2013).

ACHIEVEMENTS

Silver award for Best Performer for consecutive 8 months.

Silver Award for Best Data Analysis and Team Performance Analysis.

Bronze Award for Consistent Excellent Performance.

Recognition in India Book of Records and Asia Book of Records for conducting maximum free heart check up

TECHNICAL EXPOSURE

MS Office

Advanced Excel, VBA

Outlook

Financial and Analytical Techniques

Statistical Software