



# Gopa Ghosh

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## EXPERIENCE

June 2022 - March 2023

**Fresher Gopa Ghosh** | Hyderabad, India

- Performed detailed calculations to verify income, assets, liabilities and other data provided by applicants.
- Analyzed loan applications and supporting documents to determine eligibility for approval.
- Maintained accurate records in computer database system during loan origination process.
- Compiled closing packages containing all necessary documents required for funding.
- Assisted borrowers with questions regarding their loans after closing.
- Researched escalated problems related to loan processing activities.
- Calculated income, assets and liabilities to meet lender requirements.
- Reviewed initial client documentation to structure and submit loan package.
- Created and completed loan submission packages.

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## EDUCATION AND TRAINING

April 2022

**MBA** | Accounting And Finance

Kasturba Gandhi College For Women, West Marredpally, Hyderabad

April 2020

**BBA** | Human Resources Management

Villa Marie Degree College For Women, Somajiguda, India

March 2017

**Intermediate** | MEC

Sri Chaitanya Junior College , Madhapur, Hyderabad

March 2015

**High School Diploma**

Holy Angels High School, Secunderabad, India

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## ACCOMPLISHMENTS

- Certificate of Merit for CompuGen in Computers.
- Participated in QUIN TANO-empowering research competition.
- Digital marketing course certification.
- project certification from Mentor Minds.
- Digital media certification from digital nest media.

📍 Hyderabad, India 500026

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## SUMMARY

Highly-motivated employee with desire to take on new challenges. Strong worth ethic, adaptability and exceptional interpersonal skills. Adept at working effectively unsupervised and quickly mastering new skills.

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## SKILLS

- Data Management
- Conflict Resolution
- Communication
- Analytical and Critical Thinking
- Microsoft Word
- MS Office
- Interpersonal Communication
- Teamwork and Collaboration
- Decision-Making