Career Objective

**Neha Srivastava**

My aim is to attain a position in a growth-oriented company where I can use my strong organizational and interpersonal skills to contribute to the company’s success. Seeking a position that will allow me to continue developing my abilities while contributing to the goals of the organization.

Skill Highlights

|  |  |
| --- | --- |
| * Fraud Domain Knowledge * Analytical & Reporting * Interpersonal Skills | * Banking Domain * Communication * Organizational Skills |

Work Experience

**Team Developer (Fraud Prevention & Detection)** – May 2019 to Present

**Bank of America**, **Gurugram**

* Currently supporting P2P/Zelle business offshore and onshore as an auditor
* As a SME reviewing $losses for the bank and helping organization to mitigate risk and improve fraud detection rate
* Work with the team and helping them using my Fraud Domain knowledge and experience
* Prepare various reports for Monthly Business Review
* Carry out other duties assigned by management as and when required

**Relationship Executive (Gold Loan)** – June-2011 to December-2018

**Muthoot Finance Ltd.**, **Delhi**

* Assisting customers for various queries
* Completing Gold checking and documentation
* Handling customer complaints
* Cross selling new products and services
* Preparing and sending various reports to management, Bank Reconciliation

Education

* PG Diploma in Finance from Symbiosis University
* BBA from IP university
* SSC CBSE Board
* HSC CBSE Board

Technical Skills

* Knowledge of MS Office
* Communication tools- Skype, WebEx, Zoom etc.

Certifications

* NCFM certificate holder (Capital & Derivative Module)
* BCSM (BSE Certification on Securities Markets)
* DBF (Diploma in Banking & Finance)
* Global payment and operation

Personal Details

* Address: House 356, Pocket G21, Sector 7, Rohini, Delhi-110085
* Mobile: 9899417379
* Email: neha.srivastava07p@gmail.com
* DOB: 07/09/1987
* Marital Status: Married

Interest

* Listening to music, Reading, Cooking

Languages

* Hindi, English, Punjabi

**Declaration: The information stated above is true to the best of my knowledge and belief.**

**Location:**

**Date: (Neha Srivastava)**