



Mr. Sahjul Hoque

Project Coordinator – Moder Solution India Pvt. Ltd.



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[Sahjul_Hoque](#)



www.sahjulhoque.in



H-67, MS-House,
Kadamtala,
Dharmanagar, North
Tripura, Tripura-799261

SKILLS

- ✓ Excel ★★★★★★
- ✓ VBA ★★★★★★
- ✓ Macros ★★★★★★
- ✓ Power Query ★★★★★☆
- ✓ Pivot Table ★★★★★★
- ✓ Power BI ★★★★★☆
- ✓ MS-Word ★★★★★★
- ✓ Power Point ★★★★★★
- ✓ Outlook ★★★★★★
- ✓ SQL ★★★★★☆
- ✓ PYTHON ★★★★★☆

EDUCATION

Master Degree (M.A)

IGNOU

Political Science-2018-2022

Graduation B.A.

Tripura University

Arts-2014-2017

Higher Secondary (+2)

TBSE- Board

Arts-2012-2014

Madhyamik (10th)

TBSE- Board

SSC-2012

ABOUT ME

My name is Sahjul Hoque, I have completed Master Degree in Political Science in 2022, I have overall 5.5 years of experience.

EXPERIENCE

Project Coordinator – Moder Solution India Pvt. Ltd.

Bengaluru / 31st-October-2022 to Present.

MIS-Reporting, Project Coordinator- US-Mortgage

- MIS reporting, Dashboard creation, Key performance indicators (KPIs)
- Business review presentations, Monthly, quarterly, and annual reporting
- Employee utilization tracking, Quality metrics, Turnaround time (TAT) analysis
- Data analysis, Report automation, Stakeholder communication
- Data visualization, Performance monitoring, Process improvement initiatives
- Cross-functional collaboration, Trend analysis, Forecasting
- Resource allocation, Continuous improvement.
- Metrics analysis, Performance optimization, Process efficiency.

Senior Analyst – First Source Solution Pvt. Ltd.

Bengaluru / 5th June 2020 to 31st May 2022

Loan Boarding, Indexing and Loan Processing- US-Mortgage

- Segregating all the individual documents and uploading into the client application.
- Requesting Appraisal Document, Credit Report and Flood certificate.
- Ensure all at Initial conditions are met as per Underwriter requirements.
- Reviewing all the bulk closing packages.
- Reviewing Hazard Insurance.
- Verifying all the basic thumb rules.
- Providing Training to the new joiners.
- Sending team production reports to management.
- Follow-up with QC-Team for team error and provide the needful training.

Analyst – Infinite Possibilities Pvt. Ltd.

Bengaluru/ 23rd Jan. 2018 to 1st March 2020

Quality and Service, Customer relation - BPO (Insides Sales)

- Solve customer queries.
- Product benefits explanation.
- Maintain quality on sales.

ACHIVEMENTS & CERTIFICATION

- ✓ 8th Times Best Performer Awarded And 9th Appreciations,
- ✓ Anti-Fraud Management Awareness Program-2020