

Priyanka Goyal

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Profile summary

Skilled administrator with 3+ years experience in data services, office operations support and loan credit processing. Able to manage a diversity of high priority projects in a fast-paced environment. Solid background in computer operations, data quality verification and daily operations.

Key skills

- 3+ years of experience as an data services executive and credit coordinator
- Profound ability to work on word, excels and data entry softwares
- Very strong networking and computational skills
- Sound ability to learn fast and grasp information easily
- Ability of adaptability and flexibility on changing environment
- Able to work under pressure to meet deadlines
- Excellent verbal and written communication skills

Education Qualification

MBA in Finance

Jul'07 - Jun'09

Swami Keshwanand Institute of Techonology, Management & Gramothan, Jaipur

Bachelor of Arts

Jul'04 - Jun'07

Kalpna Chawla Girls College, Alwar, Rajasthan

Technical Skills

Data processing software: Axioma, Jaguar, Microsoft Excel, Citrix

Others: Microsoft Power Point, Windows, Microsoft word

Professional Experience

CELEBRITY FITNESS (www.celebrityfitness.com)

Gurgaon, Jan'15 - Mar'16

Designation: Celebrity Data Services Executive

Celebrity Fitness is a premium fitness center operator with a network of locations in Asia having nearly 50 clubs across India, Malaysia, Indonesia and Singapore.

Responsibilities:

- **Profile:** Maintain and manage online transactions and information
- **Branch Responsibility:**
Handle data services of Gurgaon fitness center
- **Key Responsibility:**
 - ✓ Perform data processing and operations support
 - ✓ Verify daily membership agreement and maintain data quality
 - ✓ Manage billing process for auto payment
 - ✓ Assist in administration of daily department operations
 - ✓ Update daily task from club into the system
 - ✓ Develop weekly & monthly dashboard for management report

Designation: Credit Co-ordinator

Housing Development Finance Corporation Limited (HDFC Ltd.) is a pioneer and leader in housing finance in India. HDFC's wide product range includes loans for purchase and construction of a residential unit, purchase of plot, home improvement loans, home extension loans, non-residential premises loans for professionals and loan against property.

Responsibilities:

- **Profile:** Handles loan processing of all HDFC products portfolio
- **Branch Responsibility:**
Manage loan requirements for Karnataka
- **Key Responsibility:**
 - ✓ Review of loan applications for document verification
 - ✓ Data entry for new applications in Citrix
 - ✓ Discussion with team on managing the loan case at hand
 - ✓ Assist credit team in decision making process for initial loan sanction
 - ✓ Documentation and report generation for further processing

Designation: Credit Officer

Au Financiers India Private Limited, one of the fastest growing Rajasthan based Non Banking Finance Company. Au Financiers is a Systematically Important Non Deposit Accepting NBFC as classified by RBI, in Rajasthan.

Responsibilities:

- **Profile:** Manage & process all SME & Housing vertical loans
- **Branch Responsibility:**
Handle Rajasthan, Gujarat and Maharashtra branches for LAP and SME-Housing business
- **Key Responsibility:**
 - ✓ Preparing management MIS reports
 - ✓ Operations and assist in critical decision-making process, ensuring meeting of team and individual targets
 - ✓ Processing the files login for loan disbursement
 - ✓ Discuss sales Daily Activities Plan with Business Head

PERSONAL INFORMATION

Father's Name	:	Mr. Vishnu Kumar Agarwal
Mother's Name	:	Mrs. Chandrakala Agarwal
Date of Birth	:	7th Nov 1987
Marital Status	:	Married

DECLARATION:

I hereby declare that above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness above-mentioned particulars.