Curriculum Vitae

Name-   Sansheeta Mishra
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Address-   Fakir Mohan Nagar, Karanjia, PO- Sadar
            Dist- Balasore, Odisha- 756001

CAREER OBJECTIVE:

To Develop and implement skills though continuous learning in the professional working environment and achieve the organizational goal.

Expertise and skills:

- Strong analytical, problem solving organization ability.
- Written and communication skills.
- Ability to deal with people diplomatically.
- Proficiency in English.
- Willingness to learn

EDUCATIONAL QUALIFICATION:

Year	Degree	Institute	Board/ University	Percentage /CGPA
2010	10th BOARD	Kendriya Vidyalaya Balasore	CBSE	CGPA 6.60
2012	HSC	F.M. (Auto) College, Balasore	CHSE	53%
2015	B.com.(Banking)	F.M. (Auto) College, Balasore	F.M. University	51%
2019	MBA(Human resource and Finance)	Academy of Business Administration	BPUT	73%

COMPUTER KNOWLEDGE:

- Certified in Computer Accounting (Tally ERP)

- Knowledge in MS office (word, excel, PowerPoint)

WORK EXPERIENCE

TATA CONSULTANCY SERVICES (from 2015 to 2017)

Role: Process Associate (Band 1)

- **Projects: (Worked for US Mortgage Origination)**
- **Domain: BFSI** (Banking Financial Services and Investment)

- **CITI MORTGAGE:** (KOLKATA - Offshore)

- Worked for Changed Circumstances process which is one of origination stage in mortgage process. I used to review different changes occurred in loan and reviews the loan estimate fees and disclose to borrower as per RESPA guidelines.

- Along with this also used to complete the sales contract review which helps to ensure information is correctly updated.

- Additionally, I also used to do watch list review in third party website that helps to ensure no fraudulent parties are involved in mortgage transaction.

LANGUAGE PROFICIENCY:

English, Hindi, Oriya, bengali.

PERSONAL DETAILS:

- Name: Sansheeta Mishra
- Date of Birth: 19th may 1994
- Nationality: Indian
- Religion: Hinduism
- Gender: Female
- Marital Status: Single

Date: **Place:**