****

**KAMLESH VERMA**

**Address:** B.K No. 969, Room No. 12, Station Road, Ulhasnagar - 421003

**Phone:** +91-9665892189   
**Email:** kamleshv29@gmail.com  
**LinkedIN:** Linkedin.com/in/kamlesh-verma-3620b3101

**OBJECTIVE**

Work in a growth oriented environment for self and organization growth.

**EDUCATION**

**Bachelor of Commerce in Business Management**Mumbai University Passing Year 2014  
Mumbai

**HSC**Maharashtra State Board Passing Year 2010  
Mumbai

**SSC**Maharashtra State Board Passing Year 2008  
Mumbai

**ADDITIONAL QUALIFICATION**

* Completed NISM Series V A: Mutual Fund Distributors Certification.
* Completed MS-Office from Saraswati Computer Institute.
* Completed Financial Analyst Certification Course.

**WORK EXPERIENCE**

10th November 2014 – 11th August 2017  
**XL Dynamics India Pvt. Ltd  
Associate Analyst**Navi Mumbai, Mumbai

* Worked for SunWest Mortgage Company (USA)
* Reconciliation of funds
* Analyze applicant’s financial status and credit score to determine feasibility of granting loans
* Prepare investor packages
* Prepare reports for external audit
* Processing daily receipts of around $500,000
* Processing daily disbursement of around $100,000.
* Worked on MIS report and prepare attendance and incentive report for payroll
* Worked on Excel and prepare employee performance tracker
* Prepare cashiering reports on excel
* KB Updation
* Prepare payoff figures for loan
* Credit reporting on customer portfolio to credit rating agencies
* Coordinating with loan funder, underwriter and relationship manager
* Issuing Escrow Refund on loans in Servicing
* Prepare reports as per management requirement

17th April 2013 – 22nd January 2014  
**Firstsource Solution Pvt. Ltd.**  
**Customer Service Associate**Navi Mumbai, Mumbai

* Reading customer mails regarding issues in respect to credit card
* Follow up with respective department for resolution to concern
* Reply customer with proper resolution to the query
* Resolve issues regarding customer verification

21st May 2012 – 17th January 2013  
**Reliance Infrastructure Pvt. Ltd.**  
**Customer Interaction Executive**  
Navi Mumbai, Mumbai

* Outcall to customer and confirm feedback about the services
* Promotion of products and offers to customers
* Listen to customers queries and complaints
* Escalate issue to related team
* Follow up for resolution
* Respond to customer with resolution

**PROFESSIONAL SKILLS**

* Reconciliation
* Time Management
* Preparation of MIS Report
* Preparation of packages
* Worked on Incentive and attendance tracker
* Problem Solving
* Handling multiple assignments
* Complete work within stringent deadlines

**ACHIEVEMENTS**

* Worked on reconciliation project for 8 months as assigned by the Management and completed within stringent deadlines.
* Received appreciation email from vice president for best performance in our team

**COMPUTER PROFICIENCY**

* Word
* Excel
* Power Point

**LANGUAGES**

* English
* Hindi
* Marathi

**INTERESTS**

* Drawing
* Reading
* Swimming

**PERSONAL DETAILS**

Father’s Name: Mr. Omprakash Verma  
Marital Status: Married  
Birthday: June 29, 1992  
Nationality: Indian  
Gender: Male

**Declaration**

I, Kamlesh Verma, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

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Kamlesh Verma Mumbai, Maharashtra