



ANAND DIXIT

Process Developer

PROFILE

To work in a challenging and dynamic environment to keep adding value to myself and simultaneously contribute to the growth and success of the organization and in an environment of growth and excellence and earn a job which provides me job satisfaction and self-development and help me achieve personal as well as organizational goals

CONTACT

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EDUCATION

July 2013 – April 2016: **B.Sc.** from University of SS Jain Subodh (Autonomous) with 72%.

July 2012 – April 2013: **Sr. Secondary** from Rajasthan Education Board, Ajmer with 84%.

July 2010 – April 2011: **Secondary** from Rajasthan Education Board, Ajmer with 87%.

WORK EXPERIENCE

Infosys BPM [Loan Support Specialist]

- Perform a general evaluation of an application (financial documents, mortgage type etc.)
- Help client choose the most appropriate mortgage
- Gather all important data from client (assets, debts etc.)
- Verify information and references by contacting the right sources
- Correct mistakes and investigate inconsistencies
- Submit completed loan files for appraisal
- Act as point of contact between loan officers, underwriters and clients
- Provide all the loan services to the clients
- Conduct a final review of the file before closing

Genpact [Process Developer]

- Working on the teller line while being trained in as a customer loan Officer graduation
- Successfully scouted and combined potential members regarding additional financing with in the firm.
- Evaluate customer credit and colleterial with in the bank credit policy
- Explain to customers the different types of loans and credit options that are available, as well as the terms of those services.
- Working as process SME for provide training to the new joiner.
- Meet with applicants to obtain information for loan applications and to answer questions about the process.

PERSONAL COMPENECES

- Good communication skills in English & Hindi.
- Ability to work in a fast-paced environment to set deadlines
- Excellent oral and written correspondence with an exceptional attention to detail
- Highly organized with a creative flair for project work
- Enthusiastic self-starter who contributes well to the team
- Team handling

COMPUTER SKILLS

- Microsoft Office applications (Word, Excel, Office, PowerPoint) – Advanced
- Microsoft Office Document Imaging and Scanning – Advanced
- Acrobat Reader 6.0 – Intermediate
- Internet - Advanced
- Knowledge of US mortgage banking.
- Certified with Mortgage domain banking.

SKILLS

PERSONAL DETAIL

- Date of Birth- 22 November 1994
- Father's Name -Mr. Ashok Dixit
- Residential Address-3541, Kan Mahajan ka bad, Nahargarh Road,Choti Choper, Jaipur.
- Nationality-Indian

