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|  | **VEENA SS**  C: +91-9995921804  [sveena104@yahoo.com](mailto:sveena104@yahoo.com) |

# CAREER OBJECTIVES

To associate with an esteemed organization that provides an opportunity to utilize skills, improve knowledge with latest trends and to be a part of the team that works dynamically towards growth of the company.

# WORK HISTORY

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| **Position:** | Associate Risk Analyst |
| **Company** | United Arab Construction Company WLL, Bahrain (Nov 2017 – Dec 2018) |

**Project Responsibilities**:

* Assemble data for planning, prioritizing, validating, and decision making related to projects.
* Serves as a liaison with project management reporting on inspections, subcontracting, progress and delays.
* Track all task completions associated with projects including cross-functional departments.
* Manage relationships with outside vendors to effectively drive accountability and compliance within scope of assigned projects.
* Track and report issues and successes.
* Maintain all project information files so they are up to date and secure.
* Continue to develop forms and records to document project activities for all stakeholders.
* Build and drive communication plans to keep key stakeholders and project participants up to date.

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| **Position:** | Associate Analyst |
| **Company:** | XL Dynamics India Private Limited, Navi Mumbai (Nov2014- March 2017) |

**Project Responsibilities**:

* Part of Pre-Risk Analysis Team and assessing the risk associated with complex financial products being offered to customers by the client by comparing the information in the system with the loan documents submitted by the client. They analyze documents such as property title reports, appraisals, income and asset statements, etc. They provide the Risk Analysis Team a summary of their findings at the client's location in US. This helps the clients to make a better credit decision.
* Reviewing financial statement, configuring financial data and documents in the ERP system performing various verifications to determine authenticity of data, detecting redflags in financial documents and generating final agreements for execution.
* Reviewing US Federal and State specific documents and disclosures that is necessary for a mortgage loan transaction.
* Provided exceptional client services with Handling their Queries and Escalations on calls and mails in provided TAT.
* Demonstrate excellent follow-up and Maintain high level of customer service by guiding the Customer Relationship Manager being proactive in communicating with borrowers, brokers, loan processors, loan originators and management throughout all phases of the loan process.
* Follow-up with Title & Escrow companies for Title Policy modifications and required documents to ensure loan file is insurable, perform-able, marketable and salable.
* Serve as an intermediary for loan issues with Loan Originators and other related departments and take active role as an escalation point within the team based on experience and knowledge.
* Achieve and maintain internal training and certification for underwriting decision and Assist in supervising and mentoring new hires.
* Audit of output reports in error free format with checklists as required and provide input on corrective action required to enhance data capture/data audit process performance and on any potential improvements /enhancements to the process performance

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| **Position:** | Recourse Analyst |
| **Company:** | Path to Media, Kerala (Jan 2014 – Nov 2014) |

**Project Responsibilities**:

* Maintains payroll information by designing systems; directing the collection, calculation, and entering of data.
* Prepares reports by compiling summaries of earnings, taxes, deductions, leave, disability, and nontaxable wages
* Balances the payroll accounts by resolving payroll discrepancies.
* Handle employee relations, payroll and benefits and training
* Work closely with recruitment team Allocation of jobs.
* Sourcing candidates & informing about the job opportunity.
* Shortlisting & Briefing the candidates for the Interview & keeping follow up.
* Provides payroll information by answering questions and requests.

# SKILLS

* Problem-solving, Critical Thinking Skill
* Negotiation skills for recruitment.
* Time management
* An Ethical Approach for Human Resources.
* Human Resources Organizational Skills

# ACHIEVEMENTS

* POC of Compliance team.
* Won prize for paper presentation in Technical Fest.
* Participated for Best Manager Title in IMK Fest 2013.
* Served as Chairperson for Finance Team for 2013-2014
* Won Third prize for HR game in DCS MAT 2013.
* Participated in HR Game in Rajagiri Fest 2014.

# EDUCATION

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| **Master of Business Administration** **(MBA):** | HR & Finance (Dual Specialization), 2014.College of Engineering**,** Trivandrum, India. |
| **Bachelor of Technology (B. Tech):** | Electrical & Electronics Engineering, 2012 Mohandas College of Engg. & Tech, Trivandrum, KL, India. |

# PROJECTS

* **GPS Integrated Railway Traffic system**. (December 2011-April 2012)**:**
* Completed - Industrial training in **KSEB** Substation, Paruthippara.
* Project: -An Insight to the performance analysis of **Malabar Cements** with special reference to other competitors. (April 2014)
* Completed one day training project in **Toyota**, Bangalore in Performance Management and Training & Development techniques used in the company.

# OTHER SKILLS

* Proficient in use of MS Office application, Libra office.
* Good knowledge of Sunsoft & Mol (Trading Software by SWMC), Tally.
* Self-disciplined and highly committed.
* Motivating and Positive attitude.
* Strong multi-tasking skill and ability to work in fast-paced environment.

# ADDITIONAL INFORMATIONS

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| Date of Birth: | 10 April, 1990 |
| Address (Permanent): | A-56,Shilp Residency, Tarsali Somatalab Ring Road, Vadodra,Gujarat |
| Interests: | Travelling, Learning new things, Web Surfing. |
| Ready to join immediately. | |