**CURRICULUM VITAE**

**ATIK AHAMAD QURESHI**

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**CAREER OBJECTIVE**

Seeking for suitable placement in your esteemed organization where my qualification and ability would be assets**.**

WORK EXPERIANCE

1) Current Organization

Jardine Lloyd Thompson India Pvt.Ltd.

Senior Pension Administration

From Jan 2017 to Present

Work Profile

* Leading Cash flow Analysis Project for JLT Pune
* Working on Member and Scheme investment on various schemes including the special investment requests
* Managing the daily workflow for the team including all the financial activities performed by JLT Pune
* Performing Weekly or bi-weekly surprise audits of all the transactions
* Managing the daily transactional activities of Receipts and Payments on behalf of JLT
* Loading new members in to the systems and sending an informational letters accordingly along with that updating the record as per the member request too
* Responsible for updating daily market prices in to the system so that scheme investment / disinvestment activities can be held properly
* Management reporting of unreleased and unanalyzed transactions
* Handling the transactional escalations for financials
* Client reporting of daily scheme based activities
* Also worked in Core Pension Activities like Deaths and Retirement Claim Settlements
* Handled Termination and NPS (Net Promoters Score) for Team- Financials
* Provided the numerous Process Improvement Ideas to develop various tools
	+ Exemplary Award holder along with the inclusion in the best performers list of 2017 and 2018 for JLT Pune

2) Previous Organization

Infosys BPO (Pune Sahyadri Park)

Process Specialist (Subject Matter Expert) - Pune

From August 2015 to December 2016

Work Profile

* Leading audit department for PennyMac Mortgage Investment (Client)
* Involved in all transitions for audit processes which include various LOB’s – QC Loan Boarding, Tolerance Cure Testing, Inline QA Audit and FHA Case Binder
* Handling all activities related to PPM (Process Progression Model)
* Working as Back up Team Leader
* Preparation of weekly and monthly reports to send for various LOB’s which include Weekly and monthly performance report, Table F, SLA Tracker, Production MIS etc.
* Handling team of 23 people and involved in all team management activities with team leader
* Preparation of Individual performance report for Monthly One on One
* Involved in production and audits for all the processes whenever required
* Received RAMP award and Outstanding Player award with Trophy from client
* Completed the Yellow Belt Project of Process Development by preparing the automated snipping tool

3) Previous Organization

TATA CONSULTANCY SERVICES

(Pune Sahyadri Park and Nesco Compound Mumbai)

Position / Designation

Information Processing Specialist (QA Analyst) - Pune

Foreclosure Specialist – Mumbai

From June 2013 to July 2015

Work Profile

As Information Processing Specialist (QA analyst) - PUNE

* Working in Pilot batch which include attending client trainings, preparing SOP’s,

Process maps etc.

* Do QC check of the various department of Round Point Mortgage (client) which include Collection, Foreclosure, Loss mitigation, Property Preservation, Escrow, Claims and ARM Loans (adjustable rate mortgage)
* QC of correspondence department and servicing as well which include sending correspondence to the borrower, attorney, or various federal organizations like BBB (Better Business Bureau) or CFPB (Consumer Financial Protection Bureau)
* QC of newly boarded loans and service transfer loans
* QC of cashiering departments and servicing which include sending payoff request to the borrower or appropriate department.
* QC of loan modification workout
* Other –
1. Do internal QC of various employees
2. Provide updates to internal reps which received from the clients
3. Updating of time study, leave calendar, training calendar etc.
4. Collation of various reports
5. Provide training to new joiners
* Nominated For Reward And Recognition From Round Point Mortgage (TCS Client)

AS foreclosure specialist - MUMBAI

* Daily follow up of loans which are under Citi mortgage (client)
* Working on loans which under collection & foreclosure
* Sending payoff quotes to the attorney or paralegal
* Working on loans which are on hold for bankruptcy, litigation & loss mitigation
* Working on comply demand hold loans
* Follow up and updating of sale result
* Co-ordinate with attorney on daily basis
* Escalate loans to supervisors and various departments
* Collation of various reports
	+ Best Performer Appreciation Letters (3 Times)

4) Previous Organization

ADROIT CORPORATE SERVICES PVT. LTD. (Deutsche bank back office)

Position / Designation

Computer Operator (CMS - Booking Department)

From Sept 2012 to May 2013.

Work Profile

* Processing of DEPOSIT& RETURN reports in Bank system (CASHIN).
* Tracking of reporting whether all reports received.
* Follow up for pending reports if any.
* Processing of bulk PDC cheques.
* Processing of CASH MIS on the basis of vendor MIS.
* Processing of UCC Cheques.
* Reconciliation of credit / debit o/s in recon files for CASH / CHEQUES & PDC.
* Posting of rectifications for CASH & CHEQUES.
* Tracking of daily emails.
* Daily follow up with DPC for closer of daily work on time.

EDUCATIONAL QUALIFICATION

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **QUALIFICATION** | **INSTITUTION** | **UNIVERSITY**  | **PERCENTAGE** | **Year** |
| **S.S.C** | **GIRISTHAN SCHOOL** | **KOLHAPUR** | **61.53%** | **2007** |
| **H.S.C.** | **GIRISTHAN COLLEGE** | **KOLHAPUR** | **73.33%** | **2009** |
| **B.COM.** | **BHAVAN’S COLLEGE** | **MUMBAI** | **84.85%** | **2012** |
| **M.Com.** | **Guru Nanak Khalsa College** | **MUMBAI** | **Grade B** | **2015** |
| **M.B.A** | **GNIMS Institute**  | **MUMBAI** | **Grade A** | **2018** |

* Successfully Completed the Project of Working Capital Analysis of SHALAKA PROJECTS PVT. LTD. For the academic year 2017-2018

**IT SKILLS**

* C.I.T. (Certificate of Information Technology)
* Account Assistant
* Knowledge of ‘C’ Programming & My Sql

**EXTRA CURRICULAR ACTIVITIES**

Volunteer Of N.S.S. (NATIONAL SERVICE SCHEME) 2 Years

**PERSONAL DETAILS**

Name–Atik Ahamad Qureshi

Age-26

Sex-Male

Date of Birth– 12thJuly 1992

Nationality- Indian

Marital Status- Single

Address –Room No- 8, Deshmukh House, Near Mayureshwar Temple, Ganesh Nagar,

 Dange Chowk, Pune - 411033

Language known- English, Marathi, and Hindi.

Hobbies – Watching Movies, Playing Cricket, Internet Surfing etc.

**I hereby assure you that above information are true & best of my knowledge.**

PLACE – PUNE

DATE –

**(ATIK AHAMAD QURESHI)**