

Deepa Subhash Dey

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PROFILE SUMMARY

- Offering Approx 4 years of experience as SENIOR ASSOCIATE / SENIOR BACK OFFICE EXECUTIVE
- Possess extensive knowledge in handling complete financial operations & providing supportive data analysis and presentation to the Management for future strategies & decision making
- Providing excellent customer service to improve business performance and ensure customer satisfaction
- Plays an active role in administration of all the departments
- Experience in preparing reports and handling complete backend activities smoothly
- Experience in assisting and supporting day to day operations for the organization
- "Going Extra Mile" award for the month of August and November. Also Team excellence award for annual performance
- Possess motivational management style with a record of being able to deliver positive results independently & under pressure

CAREER OBJECTIVE:

I am looking ahead to work in a professional, growth oriented organization, where in one can make significant contribution to the success of the organization. Seeking a position that involves creativity, challenges and that provides me, an opportunity to constantly strive to explore, innovate & excel in attaining organizational and my individual goals. As a consistently dependable team player, I can thrive in a high-pressure environment, enjoy the challenges of meeting deadlines and lead a team successfully.

STRENGTH & SKILLS:

Good analytical, interpersonal, communication & listening skills coupled with dedication and sincerity towards the assigned job.

EDUCATION BACKGROUND:

Course / Degree	Institute / Board	Year of Passing
T.Y.B.Com	Y.C.M.O University	2012
H.S.C	Board of Secondary Education Maharashtra	2006
S.S.C	Board of Secondary Education Maharashtra	2004

EXTRA QUALIFICATIONS

* Completed MS Office – Basic Computer Course (MS Word, MS Excel, MS Power Point & Internet)

* English Typing (30-35 WPM)

* Full Knowledge about SFDC, QAT Tool, MARS, MEPC, Quote Tool System

EXPERIENCE

- Working as “Senior Associate” at Maersk Global Service from 05th May 2015 to till date.

Key Responsibilities

- * Preparation of Rates quotation for the clients.
 - * Coordinating with client on daily basis.
 - * Following up with customers
 - * Providing expected transit time to clients and update valid routing for client specific location.
 - * Quickly and effectively solve sales and client’s challenges.
 - * Helping clients to make the cargo loading plan with the help of required details and cargo pictures.
 - * Coordinating with terminals and doing regular follow ups for the details equipment acceptance and extra handling cost.
 - * Creating opportunities through which increasing business can be tracked for each and every client.
 - * Develop plan, conduct audits and maintain/update accurate quotation.
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- Worked as “Associate” at Altisource Business Solutions from 17th June 2013 to 14th Jan 2015.

Key Responsibilities

- * Working on different States and different County's of United States (e.g. New York, New Jersey, Florida, etc).
- * Working on software known as Resware.
- * Verifying the Tax Statements, checking the Tax Status and entering the same in the Resware.
- * Checking all the Foreclosure Documents and the reports of the Attorney.
- * Verifying whether the correct property has been foreclosed, verifying the property address with all the legal documents.
- * Verifying and entering the accurate Legal description in the Resware.
- * Verifying and entering the Mortgage and the it's Assignment's detail in the Resware.
- * Verifying and entering the Chain of Title of the Foreclosed Property.
- * Last but not the least sending the Title Report to our client PTS i.e. (Premium Title Services).
- * Also working as a Quality Checker for the files processed by the new processor.
- * Providing the new joinees necessary trainings and help them learning the process.

COMPETENCIES

- Quick learner & adapts well to changes and pressure in work place

- Managing relationships & working efficiently with diverse groups of people
- Committed to meeting deadlines and schedules
- Leadership skills to lead projects & handle work independently

LANGUAGES KNOWN

English, Hindi, Marathi (Speak, Read, Write)

HOBBIES

Travelling, Making New Friends & Learning New Things

DATE OF BIRTH

2nd July 1987

REFERENCE

Available on request

DECLARATION

I hereby declare that the details furnished above are true to the best of my knowledge.

Mumbai