

# POOJA SURAJ PATEL

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Back office Executive

Manodharam soc. Gokuldham Malad East  
Mumbai 400097



## SUMMARY

To achieve excellence as in operation department professional and pursue a career with a company full of challenges and offers brand value to my growth. An honest and sincere inclination towards my responsibilities, ability to work hard, maintain a calm & composed attitude, and handling difficult situations with integrity and persistence

## EDUCATION

### SDV art commerce and science college

Bachelor's Degree in Bachelor's Banking of insurance  
2013 – 2016

### RMV college

Banking of insurance  
2010 - 2012

## SKILLS

- Ability to work independently and as part of a team
- Detail-oriented and able to handle multiple tasks simultaneously

## CERTIFICATIONS

- Best quality analysis

## PROFESSIONAL EXPERIENCE

### Back office executive

Verbolabs language pvt ltd | 2022-23

- Quality analysis
- Create subtitles

### Back office Executive

ICICI Bank | 2019 -2021

- Handled confidential documents and maintained their proper organization
- Handled all the file checking scanning uploading
- handled hard copy of business loan documents and after approved the loan courier that files to other companies for next process including answering phone calls, responding to emails, and preparing correspondence

### Back office Executive

HDFC Bank | 2016 - 2018

- Work On SAP Web four wheeler vehicle loan process checked all soft copies of required for loan mail them to required documents for process loan approval.
- checking documents numbers and DOB, bank statement, ITR everything what we need