

AKANSHA CHAND



9675264081, 7017388429



Akanshachand285@icloud.com



88E, POCKET A1, MAYUR VIHAR
PHASE 3, DELHI, 110096

Profile

A competent professional with more than 5 years of experience in operations vertical, with an understanding of process flow.

Experience

Concentrix Daksh services India Pvt. Ltd. 2019 - 2020

Representative

Worked as a Representative in operations for Amazon process.

Key Result Areas:

- Handling Sellers queries over the calls.
- Looking after sellers account in the portal.

Genpact India Pvt. Ltd. 2021 - Present

Process Developer

Currently working as Process Developer in B&PB (Business & Private Banking) for an Australian Bank.

Key Result Areas:

- Everyday work involves verifying and working upon the documents in relation to the Consumer and Business mortgages.
- Documents under the scrutiny involves: Contract of Sale, Title Search, Plan Search and Property Contracts and Valuations.
- Under due diligence and post analysis, the Loan Files are duly worked-upon and forwarded for the completion.
- Alongside, gained relevant experience whilst working on Business cards' processing.

Education

2014

10th from Beersheba Senior Secondary School, CBSE Board, Haldwani, Uttarakhand

2016

12th from Beersheba Senior Secondary School, CBSE Board, Haldwani, Uttarakhand

2019

Bachelor of Commerce (B.com) from Kumaun University, Haldwani, Uttarakhand

2024

MBA in Banking and Finance from Narsee Monjee Institute of Management Studies, Mumbai.

Skills

Punctuality
Hard working
Teamwork
Effective Communication
Multi tasking

Personal Details

1. Father's Name : Mr. Bhupal Chand
2. Mother's Name: Mrs. Kamala Chand
3. Date of birth: 27-Jan-1999
4. Gender: Female
5. Nationality: Indian
6. Marital Status: Married
7. Languages Known: Hindi and English.
8. Permanent Address: Chand Niwas, PD colony, Dhar Bithoria no.1, Unchapul, Haldwani (Nainital)