

# POOJA PANWAR

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## OBJECTIVE

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To be associated with a progressive organisation that gives me scope to enrich my skills at congruent to a global level , to learn team dynamics and to work towards the growth of the organisation.

## EDUCATION

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<b>Bachelor of Commerce</b> St. Joseph's college for women (autonomous), Visakhapatnam, 75%	2014 - 2017
<b>AISSCE, CBSE, Class XII</b> Kendriya Vidyalaya No.1, Nausenabaugh, Visakhapatnam, 87%	2012 - 2014
<b>AISSE, CBSE, Class X</b> Kendriya Vidyalaya No.1, Nausenabaugh, Visakhapatnam, 84%	2010 - 2012

## EXPERIENCE

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**Verification Associate (Singapore Personal Loan and Personal Line Of Credit)** Jan 2017 - till date  
HSBC Electronic Data Processing India Pvt Ltd, Visakhapatnam.  
Chosen as Verification Associate for for SGH PIL PLOC unsecured lending process.  
Efficiently performed in the process with highest number of Volumes processed.

## PROFILE

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Dedicated Verification Associate in HSBC for PIL-PLOC, Singapore over 1year.  
An unwavering commitment to customer service with the ability to build trusted relationships, resolve complex issues and win customer loyalty.  
listen attentively, solve problems creatively

## SKILLS AND INTERESTS

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<b>Skills</b>	Quick learner, People Management and Time management, Innovative and Creative thinking, Credit and Risk management, Decision Making, Ambitious, Hard working, Responsible and well disciplined, Good communication skills in English, Adjustable in any environment.
<b>Platforms</b>	MS Office.

## PROJECTS

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Impact of Digitalization, 2017.  
UGC Add-on Diploma in Event management, 2015.

## KEY ACCOMPLISHMENTS

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Learned the Process in a very short time and competed with the tenured team.  
Processing Branch/Tele sales enquiries and respond appropriately.  
Pioneer in the newly implemented sprint program.  
Managed to build the bridge between different teams involved ( BOPS,UWS and RCS).  
Consolidating the queries of the team members and letting them know in case of any updates.  
Played a crucial role in process stream lining.  
Disseminated the newly implemented strategies and in depth knowledge about the process among the team in a short time.

## EXTRA-CIRRUCULAR ACTIVITIES

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Participated in 'Duet Dance Competition', IIT KHARAGPUR.

Won 1st prize in 'Vigyapana', Gayatri Vidya Parishad College.

Won 1st prize in 'Vogue-Paper Couture', St.Josephs College for Women (Autonomous)

Attended a workshop on "Entrepreneurship Orientation Programme".

Won 3rd prize in 'Product Launch' , Andhra Loyola college.

Attended a National Seminar on 'Human Relations in contemporary Hindi literature', St.Josephs College for Women (Autonomous)

Won 2nd Prize in Group Dance Competition, St.Josephs College for Women (Autonomous)

Actively participated as NSS Volunteer.

Served as school captain

Participated in Group Dance Competition, Andhra University

## PERSONAL INFORMATION

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<b>Parents name and profession</b>	Mr. Ashok Kumar, Indian Coast Guard. Mrs. Geeta Devi, Homemaker.
<b>Date of Birth</b>	12 March 1997
<b>Marital status</b>	Unmarried.
<b>Languages known</b>	English and Hindi.
<b>Special interests</b>	Music, dancing, drawing and painting.
<b>Residential address</b>	Door no.71-31-283, Durganagar, Malkapuram, Visakhapatnam, 560011

## DECLARATION

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I hereby declare that the information given above is true to the best of my knowledge. I will make it my earnest endeavour to discharge competently and carefully the duties you may be pleased to entrust me.

Place : Visakhapatnam

Date :

Pooja Panwar