

# SARON ANN SABU

## Senior Analyst - Operations



### Profile

- To make positive impact in my field of activity leading to Organization growth by creative application of my value-based convictions and professional divinity by putting my all efforts in the work assigned to me in an organization
- Where I can grow along with the organization Well-rounded Fleet Manager with background spent coaching and training drivers
- Resulting in significant cost savings for employers. Possess around 3 years of experience in Logistics & Operations
- Dedicated to learning and upgrade with latest technology and maintaining high quality standards.
- Strengths include Analytical Skills, Communication, Leadership, Positive Attitude, Creative, love for learning, self-coincidence, People Management.

### Personal Information

- Muwailih Commercial-Sharjah-Dubai-United Arab Emirates
- +971 58 133 1977
- saronsabu41957@gmail.com

### Employment History

#### Senior Analyst - Operation, FNF India Private Limited

July 2019 – Dec 2021  
Bangalore

#### Tax Department

#### Process Description:-

- ❖ National link-Tax is a process of finding Property tax information and updating the same on the Client System. The Property tax information is determined by searching through county websites and captures the same information to client system. If the information is not available on the county websites then processor moves the order to Verbal research.
- ❖ Voice Based Research (VBR) team processes all the orders which cannot be completed by online team. VBR team calls the County Assessor and tax collector and provides the assessor with the information available, and obtains the Property tax information and captures the same information to client system.

### Professional skills

- Excel
- Microsoft Tools
- Financial Accounting
- Mortgage Update

#### EL Recording

#### Process Description:-

- ❖ EL-Recording process is basically downloading the recorded documents from Simplified application and uploading the same to eLS. Also the recording information needs to be captured in eLS.

### Hobbies

- Reading Books
- Riding Bikes
- Gardening

## **Languages**

- English
- Malayalam
- Hindi
- Kannada

## **Education**

- **Bachelor's in Business Administration  
(BBA in HR Specialized), Bangalore University**

July 2015 - June 2019

Bangalore

Accounting, Business Management and Human Resource Management

## **Most Proud**

- Physical organization

Creative Thinking, Effectiveness, Productivity.

- Planning Analysing

Issues, Decision Making, Project Management, Strategic Planning

## **DECLARATION**

I hereby solemnly affirm that all the details provided above are true to the best of my knowledge and belief. I will also carry myself in a manner that lends dignity to the organization.

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ಬೆಂಗಳೂರು ವಿಶ್ವವಿದ್ಯಾಲಯ

A55-C-B6-M9-2240



# Bangalore University



ಬೆಂಗಳೂರು ವಿಶ್ವವಿದ್ಯಾಲಯದ ಕುಲಾಧಿಪತಿ, ಸಹಕುಲಾಧಿಪತಿ  
*We, the Chancellor, the Pro - Chancellor, the Vice - Chancellor*  
ಕುಲಪತಿ, ಸಿಂಡಿಕೇಟ್ ಮತ್ತು ವಿದ್ಯಾವಿಷಯಕ ಪರಿಷತ್ತಿನ ಸದಸ್ಯರಾದ ನಾವು  
*the members of the Syndicate & Academic Council*

**Certify that**

**Saron Ann Sabu**

.....ಅವರು  
ಯಥಾಯೋಗ್ಯವಾಗಿ ಈಗಾಗಲೇ ಪ್ರವೇಶ ಪಡೆದಿರುವರೆಂದು ದೃಢೀಕರಿಸುತ್ತಾ  
*has been duly admitted to the Degree of*  
ಬ್ಯಾಚುಲರ್ ಆಫ್ ಬಿಸ್ನೆಸ್ ಅಡ್ಮಿನಿಸ್ಟ್ರೇಷನ್

**Bachelor of Business Administration (CBCS)**

ಪದವಿಗೆ ಅಗತ್ಯವಾದ ಅರ್ಹತೆಗಳನ್ನು ಪೂರೈಸಿರುವ ಕಾರಣ  
*in recognition of the fulfilment of requirements*  
ಮೇಲೆ ಕಾಣಿಸಿದ ಪದವಿಗೆ ಅವರನ್ನು ಅಂಗೀಕರಿಸಲಾಗಿದೆ. ಈ ಪದವಿಯ ವಿವರಗಳು ಹೀಗಿವೆ  
*for the said degree as indicated below*

**June 2019**

ಪರೀಕ್ಷೆಯ ವರ್ಷ : .....  
*Year of Examination :*

**FIRST CLASS (CGPA : 6.24)**

ಪಡೆದ ವರ್ಗ : .....  
*Class :*

ವಿಶ್ವವಿದ್ಯಾಲಯದ ಅಧಿಕಾರ ಮುದ್ರೆಯೊಡನೆ ನೀಡಲಾಗಿದೆ  
*Given under the seal of the University*

ಬೆಂಗಳೂರು

Bengaluru :

ದಿನಾಂಕ

Date :

30/01/2021

ಕುಲಪತಿ

Vice - Chancellor

