**Aditi Jay Malji**

Flat No-502, Orchid Building, Royal Complex, Eksar road, next to daffodils 23 Restaurant Borivali – West

Mumbai-400092.

Contact: -9867016679  E-mail: - aditi.malji19@gmail.com

**CAREER OBJECTIVE:-**

To be a responsible person, to give my best effort at all times, to handle all the responsibilities and cope with any given situation to the best of my abilities so as to grow and expand my career in line with the organizational goals with confidence.

**PROFESSIONAL EXPERIENCE: -**

∙ Working as **ADMA Solution Ltd (ICICI Bank Limited-DSMG Collection Group)**

**Designation : Back end Executive**

##### Duration : From 19th January-2019 to till date.

**SKILLS SUMMARY:**

* Possess 2+ Years of experience in Banking Domain its regarding Delinquency MIS Of Retail Card Product
* Functional knowledge of SAS Enterprise Guide 4.3 (Statistical Analysis System) to run various project

# Roles and RESPONSIBILITIES: DSMG – Lien and ad TEAM: -

* Maintaining Collection Database for CARDS (Pan India) and MIS reporting viz. Monthly Delinquency Reports, Process Report and Lien & Debit Report.
* Manual checking of cards and loans parameters.
* Running multiple projects of Card products to identify delinquent customer and data processing for collection activity.
* Raising Lien and Debit SR for Card products basis delinquency report.
* Updating of lien and debit status of loans in CAPS on daily
* Coordinating with collection manager to resolve customer query regarding Lien and Debit.
* Preparing recon to reconcile daily Lien and debit status of Cards product.
* Preparing exclusion tracker to avoid any customer escalation regarding Lien and debit.

∙ **Working as Equal Enterprises (Financial Solutions)**

**Designation : Associate**

**Duration** **: From January-2018 to December-2018**

**ROLES AND RESPONSIBILITIES: Equal Enterprises. (Financial Solutions)**

* Analyzing data based on information available of customers and quick decision need to be made as per trade center
* Calling customer and verifying details as per given data for each channel.
* Verifying different business process outlined for sales and service to the customer.
* Any changes found while verifying with customers the data needs to be recorded.
* Detail analysis of various reports for the customer as per fraud indications
* **EDUCATION QUALIFICATION: -**

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| **&** | **Examination** | **Institution** |
| 2017 | TY.BFM | KPB Hinduja College, Mumbai University |
| 2014 | HSC | KPB Hinduja College, Mumbai University |
| 2012 | SSC | Ben Gallee Girls High School, Maharashtra Board |

**SKILLS AND INTEREST**

* Advanced excel
* MS-PowerPoint, good knowledge of SAS EG.
* Data Analysis, Communication, Team management.
* Innovative, Quick learner, Adoptive to any role.
* Interested in new profiles, risk analysis, Automation.

**PERSONAL DETAILS:-**

* Date of Birth : 29th April1995
* Marital Status : Single
* Languages Known : English, Gujarati, Marathi & Hindi
* Sex : Female3
* Nationality : Indian

**HOBBIES & INTERESTS: -**

Listening Music & Dancing

PLACE: MUMBAI 

DATE:

**(Aditi Jay Malji)**