

NANCY N T



CURRICULUM VITAE

OBJECTIVE

Seeking a challenging position by utilizing my abilities developed through my experience and education with an opportunity for career growth and to promote the growth of the organization.

PROFESSIONAL SYNOPSIS

February 2018 – November 2020: DHFL

DESIGNATION: Coordinator

Role: Coordination

- Assists the team on focusing mostly on managing schedules and completion of loan documentation.
- Collect and compile applications for home loans and determine their eligibility.
- Verify KYC documents, bank statements, income documents, employment histories and other details before processing loan applications.
- Contact applicants and ask them for additional papers necessary for loan processing and accordingly inform them about acceptance and cancellation.
- Upload loan documents through an automated software program to external verifying agency for verification.
- On generation of Application Number, compute payment schedules to accounts department.
- Submit applications to credit analysts for verification and recommendation.
- Provide concerned department with necessary legal and technical document for further processing.
- Check if the concerned loan application has been sanctioned or rejected.
- Documentation of loan agreement set of sanctioned applications and reviewing to ensure that they are complete and accurate according to company norms.
- Prepared loan files are submitted to the senior management for evaluation and final approval.
- Ensuring in a successful close on the loan application and home buyer satisfaction.
- Maintain MIS report on monthly basis.
- Coordinating with operations department
- Completing the administrative needs of the Sales Department and assist Operation Department in loan processing.
- Multi-tasking.

Contact

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April 2012 - Aug. 2015: Concepts

DESIGNATION: HR Specialist (Recruitment)

Role: Recruitment

- Sourcing & Screening - Sourcing resumes as per the requirements from different options like job sites, job posting, references & head hunting.
- Short listing profiles as per current open positions.
- Conducting preliminary eligibility checks (academic & professional qualifications, experience, communication skills etc) and evaluate the suitability of the candidate.
- Interviewing – Scheduling Interviews with Hiring managers, conducting initial screening.
- Coordinating requirements, scheduling interviews, providing timely feedback on status of interview and follow ups.
- Administration - Maintaining applicant and interview data.
- Coordinating different levels of interviews with the client.
- Timely documentation of all conversations with candidates within internal database, across various levels.
- Maintain a good pipeline of profiles to sustain healthy recruitment turnaround timely.
- Coordinate interviews between HR and the higher management and follow up till the joining of the candidate.
- Coordinating with candidates throughout the interview process until they join and complete formalities.
- Post offer follow up, gauge candidates interest & support till joining.

Dec. 2009 - June 2011: UAE Exchange & Financial Service Limited. (All India Head Office)

DESIGNATION: Junior Officer Scale III

Role: General Administration with HR coordination

- Involved in the preparation of weekly, monthly MIS reports relating to employee performance and recruitment related records like candidate details, short-listed candidates, etc using excel.
- Daily performance tracker, productivity report, dash board maintenance using various tools in excels.
- Arranging interviews for candidates in coordination with HR department
- Recorded data about the interview schedules, offered candidates, pending joiners, current open positions and status of the candidates in MS Excel.
- Conducting survey and analyzing the branch performance.
- Conducted champion's race.
- Promo campaigns.
- Prepared presentations to compare the branch performance on the basis of the survey report.

Languages

English
Malayalam
Hindi

Hobbies

- Gardening
- Cooking and baking
- Craft works
- Organizing things
- Sewing



Personal Traits

- Strong communication skill
- Can do attitude
- Result Oriented
- Effective team player
- Commitment to learn new skill and adapt it.

- Collected Customer Feedbacks from branches and shortlisting it for hosting in company magazine and website.
- Coordinated with RO relating to branch and employee recruitment matter
- Made arrangements for Training and development programs.
- Provided administrative support in the preparation of reports, schedules, and various employee issues, and maintaining a daily log of important information to share with the department in spread sheet.

Aug 2007 - May 2009: ICICI Prudential Life Insurance Company Limited.

DESIGNATION: Associate Health Assurance Manager

Role: Service to Sales

- Handled customer queries and providing better services and thereby up selling to meet the target
- Coordinated with senior officers to plan and implement strategies for acquisition of new customers.
- Organized events and taking care of promotional activities.
- Ensured customer satisfaction by achieving delivery & service quality norms.
- Maintain all reports in excel.
- Interacted with the customers to gather their feedback regarding the products' utilities.
- Maintained cordial relations with customers to sustain the profitability of the business.

ACADEMICS

- MBA from TKM Institute of Management, (Kerala University) 2005 - 2007
- Bachelor of Commerce from MES College, (Calicut University) 2002 - 2004
- Pre-Degree from MES College, (Calicut University) 2000 - 2001
- Schooling from Hill Top Public School, (CBSE) – 1999

TECHNICAL SKILL

Well versed with Office Package - **Tally, Excel, Microsoft Word, Power Point**

ACHIEVEMENTS

- Organizer and active participant for various group activities at school and college level.
- Conducted various seminars and discussions at college level.
- Winner of communication game of TIM Fest at TKM Institute of Management.