## SAJID

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| **OBJECTIVE** |  | Aspiring for a challenging and rewarding career with an organization that provides a chance to prove my knowledge, skills and innovative ideas in a promotional environment while being innovative, sincere hardworking at the same time to be an asset for the organization. | | | | |
| **Education** | | |  | * M.COM (Mumbai, India) * B.COM (Mumbai, India) | | |
| **Skills & Abilities** | | |  | Collating/ Auditing  Customer Service  Mailing/Outlook  Operations/Excel/Word  Credit Analysis  Call Center/ Back office | | Collating, Allocating, Auditing the file in the Application.  Documentation, verifying income proof for loan Approval.  Replying the queries from customers and other business dept  Updating Reports/Data in Excel/word/ folder format.  Depending on person income calculating the EMI.  To call onshore and borrower for business updates. |
| Experience | | |  | BACKOFFICE Operations SPECIALIST |Ocwen FINANCIAL CORPORATION (USA)|MUMBAI, INDIA| May2009 – April 2016 (7 years)  **Work Experience:**  Professional and High Energy Graduate in Commerce with Experience of around 7 years for Customer care/Operations/Back office/Financial background of a USA Mortgage financial Company.  Proven ability to successfully increase efficiency, achieving benchmarks in work life enhancement and establishing positive business relationship across all the hierarchical levels driven by passion for producing high quality of work.  Possess strong organizational, relationship management skills to achieve high standards of personal performance and professionalism.  **Responsibilities**:  Allocation of work and Projects to team member for Back Office Team.  Keeping the track of process updates when needed to highlight the team.  Verification of documents and income calculation of the borrower to see if borrower qualifies for HAMP (Home Affordable Modification Plan) Barrack Obama Plan.  Providing accurate information to the queries raised by other department by mails.  Maintaining Reports such as Daily and Monthly productivity  Imaging, attributing and saving the documents into CIS application. | | |
| **CERTIFICATION & WORKSHOPS** | | |  | Certification: Accounting standard/ oPERATING cOMPUTERS |Aptech Computer Education| Mumai, INDIA | 2006|Certification: advanced EXCEL, OUTLOOK, WORD, ADVANCED COMPUTER APPLICATION | PAL india| Mumbai, INDIA | 2015 i Typing Speed: 30 WPM. | | |
| **AchiEvements** | | |  | * Won several quarterly, half yearly, yearly awards, certification, bonus, appraisal and appreciation from the company in last 7 years. * Trained batches for my Process under Directions from the team leader. * Achieved as a consistent performer in terms of productivity and quality that motivated me and management to made me resist at a same place for 7 yrs in a international Company. * Got Appreciation Certificate and a gift voucher of 50000 Indian rupees from the company after completing 5years in an organization * Apart from Appraisal and Certificate I had earned a good will and a bunch of good corporate colleagues and friends in my life. | | |
| **Languages** | | |  | ENGLISH (fluent),URDU, HINDI, GUJRATI. | | |
| **Personal:** | | |  | Date of BirthMarital Status | 23/04/1982Married   [Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)  New_logo.gif | |
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