**CURRICULUM VITAE**

**Naushad**

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CARRIER OBJECTIVE

Looking to be a part of a professional and dynamic organization, which can provide a very challenging, team based work environment and give me a chance to learn, grow and achieve with the organization.

ACADEMIC QUALIFICATION

Graduation (B.A) from Magadh University (Bodh Gaya).

PROFESSIONAL QUALIFICATION

One year Diploma in **“MIIT”**

WORK EXPERIENCE

worked as an Executive for Bankruptcy process in **Provana India Pvt. Ltd.**

From 18 Nov. 2014 to till date.

JOB DESCRIPTION

I am working in **Provana India Pvt. Ltd**. Which is related to Bankruptcy we have a lot of process such as Media Request, EDI Uploads, 817 Media Export, 816 Sol Process, one of Placement etc. all Process has been done by SOP (Standard Operating Procedure) and updated as per Company Requirement.

PREVIOUS WORK EXPERIENCE

I was working as an Executive for finance process in **Keane worldzen Ind (P) Ltd**.

From 24 Nov. 2008 to 23 Nov 2013.

JOB DESCRIPTION

* **Contract Review**

**I** am a part of Customer Support Team that is primarily responsible to look after customer submitted documents, which were received by us in image format, and our responsibility was to process the deal and to fund the loan. We receive documents for auto loan and our responsibility includes fraud detection, customer income calculation, review the legal documents such as loan application, contract, consent & authorization form, disclosure form etc. with the help of various screens and utilities.

Working in this process involves a lot of analysis, integrity and decision making as we work with the critical information of our US based customers like their Social Security Number, Phone Number, Work and Home Address, records relating to their Personal Banking Accounts, Routing Number of their cheques etc. with the help of which we make a decision whether fund the loan or hold for further enquiries or documents.

STRENGTH

I look upon myself as a laborious and meticulous person work towards the accomplishment of any task with a lot of dedication and team work like to learn accept challenge extra responsibilities.

HOBBIES

* Plying chess

DECLARATION

* I do here by declare that the above statements are true to my knowledge & belief.