Sanitha

DUBAI, UAE

**Credit & Mortgage Co-ordinator, MIS Analyst, Administration &Data Encoder**

**OBJECTIVE:**

**I have 08 years of progressive work experience in the field of Administration, Credit Co-ordinator, and Mortgage in UAE. Details of my Educational qualifications and academic achievements are furnished along with the enclosed resume. And I enjoy challenges and work hard to attain my goals. I believe that my organizational skills and my outgoing personality will enable me to impart to your high standards. I am confident that I can provide many valuable contributions to your organization.**

**PROFESSIONAL EXPERIENCE**



**Bank in Dubai**

|  |  |  |
| --- | --- | --- |
| Position | : Sales & Credit cordinator, MIS Analyst | |
| Location | : | Dubai |
| Branch | : Abu Baker Siddique branch ,Deira | |
| Period | : February 2015 to 2020 January ) | |
| Duration | : | 5 years |

**First Gulf Bank, (FAB) Abu Dhabi**

|  |  |  |
| --- | --- | --- |
| Position | : Data Encoder , Sales & Credit cordinator, | |
| Location | : | Abudhabi |
| Branch | : | Electra Branch ,Electra street |
| Period | : | October 2013 to 2015 January ) |
| Duration | : | 1.5 years |

**Indian Space Research Organization (ISRO)**

|  |  |  |
| --- | --- | --- |
| Position | : | Office Administrator |
| Location | : | Aluva (India) |
| Branch | : | Aluva Territory |
| Period | : | October 2009 to 2011 April) |
| Duration | : | 2 Years |

**MES International School**

|  |  |  |
| --- | --- | --- |
| Position | : Purchase & Office Administrator | |
| Location | : | Aluva (India) |
| Branch | : | Aluva |
| Period | : June 2011 to 2013 March) | |
| Duration | : | 2 Years |

**Crescent Public School**

|  |  |  |
| --- | --- | --- |
| Position | : | Office Administrator |
| Location | : | Aluva (India) |
| Branch | : | Aluva |
| Period | : June 2006 to 2009 July ) | |
| Duration | : | 3 Years |

**Sanitha - Page 1 of 3 – Available within Short Notice**

**Roles and Responsibilities:**

* Coordinating the sales team by managing schedules, filing important documents and communicating relevant information
* Answer customer inquiries via phone, email, and in-person.
* Preparing Main MIS
* System Checks and Intellect checking
* Preparing Cash Flows
* Initiating Valuations Coordinating with Valuators
* Preparing Valuation MIS
* Field Visit MIS
* Preparing Document Checklist
* Customer CPV
* HR CPV
* Reference CPV
* Home Country Reference
* Preparing Pre-Approval Letters.
* Scanning and Saving all approvals in Share Folder
* Preparing Declined Batch

**EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS**

* Graduation, B- Com
* Post Graduate Computer Diploma in Computer Application
* Tally & DTP
* Computer Fundamentals & DOS, BASIC, WINDOWS

**In-House Training**

1. FAB Business School
2. Module -1, Anti Money Laundering
3. Module – 2, Sanction
4. Module – 3, FATCA & CRS
5. Module-4, Combating Fraud, Bribery & Corruption and Whistle Blowing
6. Module-5, Information Security Awareness
7. Risk Awareness
8. Compliance Over View

**Sanitha - Page 2 of 3 – Available within Short Notice**

**PERSONAL INFORMATION**



Nationality : INDIAN

Date of Birth, Age : 32, December1987,

Languages Known : English, Hindi, Malayalam and Tamil & (Arabic-reading & writing)

Visa Status : Spouse Sponsorship

Marital status : Married

Email : [sanitha-398249@gulfjobseeker.com](mailto:sanitha-398249@gulfjobseeker.com)

I am available for an interview online through this Zoom Link <https://zoom.us/j/4532401292?pwd=SUlYVEdSeEpGaWN6ZndUaGEzK0FjUT09>

DECLARATION:

I hereby declare that the above-mentioned information are true and correct to the best of my knowledge

**Sanitha - Page 3 of 3 – Available within Short Notice**