

SUMMARY

To pursue a challenging and rewarding career in an origination that can provide me with a competitive and professional environment, where I can leverage my skills, academic background and experience for mutual benefit.

EXPERIENCE

01/2022 - Present

Pune, India

Title

KYC Executive

Calibehr Business Support Services Pvt Ltd.

- Verified KYC documents and product details for Kotak Consumer Finance loans.
- Ensured compliance with regulatory requirements and company policies.
- Handled customer queries and provided support in KYC-related matters.
- Collaborated with team members to streamline verification processes.
- Maintained accurate records and documentation of verification activities
- Credential Verification & Compliance: Conducted thorough verification of client-provided credentials for candidates and vendors, ensuring adherence to regulatory and compliance standards within the Kotak Consumer Finance Loan KYC process.
- Business KPI Achievement: Consistently met business-specific KPIs for productivity and quality, surpassing monthly targets for accuracy and efficiency.
- Data Management: Maintained real-time trackers and master logs, ensuring timely updates and accuracy for process transparency and efficiency.
- Client Deliverables: Successfully completed client engagement deliverables within defined timeframes, following established methodologies and delivering high-quality work.
- Process Adaptation: Demonstrated adaptability in quickly assimilating knowledge about new processes and regulatory updates.
- Communication & Reporting: Communicated updates and insights to supervisors on process progress and outcomes, supporting informed decision-making and continuous process improvement.

EDUCATION

06/2016 - 03/2020

Maharashtra, India

Bachelor in Computer Science

Savitri Bai Phule University

03/2014 - 02/2016

Maharashtra, India

Higher Secondary Certificate

Maharashtra Board

01/2014 - 03/2014

Maharashtra, India

Secondary School Certificate

Maharashtra Board

STRENGTHS

✉ Skill Development

Ability to learn new skills and apply them in practical situations.

G Communication

Comprehensive problem-solving abilities and good verbal & writing skills.

👤 Work Ethic

Working towards challenging and innovative tasks with enthusiasm and dedication.

k Teamwork

Ability to deal diplomatically, prioritize and organize tasks, and work in a team.



LANGUAGES

English
Advanced



Marathi
Native

Hindi
Proficient

SKILLS

Your Skill	Computer Knowledge	Team player	Time Management	Multitasking	Creativity
Problem Solving	Analytical Ability	Advanced Excel			

PASSIONS

Hobbies
Enjoys playing cricket and swimming.

KEY ACHIEVEMENTS

Your Achievement
Employee Of The Year 2023-2024
Calibehr Business Support Services Pvt Ltd Recognized for
Outstanding performance and dedication in ensuring accurate and
timely completion of KYC verification processes.

CERTIFICATION

Employee of the Month RNR certificates
more than 5 times

DISCLAIMER

I hereby declare that information furnished above is accurate to best of my knowledge



