

CURRICULUM VITAE

Parveen Sikka

985/7, Pratap Mohalla
Bara Bazar, Rohtak-124001(Hry.)
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Objectives

A challenging position and active involvement in a progressive organization offering the opportunity to fully utilize and develop my inherent skills.

Major Strength Areas

Team management skills, MIS preparation

Professional Experience

Aditya Birla Capital, Business & Personal Loans (Osource India Pvt.Ltd.)
15th Floor Vijaya Building, Barakhamba Road . New Delhi.

Aug..17 to Oct'20 as a Lead Business Intelligence, Digital Business(PL & BL -STUL)

Key Responsibility

- MIS preparation- Process pending, Login-Approval-Disbursement
- Updation in LSQ.
- Facilitating file processing within prescribed TAT
- Coordination with Sales regarding the file processing
- Coordination with FI agencies for generation of FI report within prescribed TAT.
- Coordination for DSA & Connector Payout with Finance Department.

ICICI Bank Ltd, Personal Loans (I Process India Pvt.Ltd.) Videocon Tower Delhi.

Nov.04 to Oct. -09 and May 2010 to July 2017 as a Sr. Credit Processor

Team Leader (June 07 to Oct. 09 and May 2010 to July-18.) Handling a Team of Credit CPC for Personal loans.

Key Responsibility

- MIS preparation- Process pending, Branch Activation, Login-Approval-Disbursement
- Handling the entire team of CPC in terms distribution of work load, issues with processing of files.
- Updation in APS
- Facilitating file processing within prescribed TAT
- Coordination with Sales regarding the file processing
- Coordination with FI agencies for generation of FI report within prescribed TAT

Fullerton India Credit Ltd. (Personal Loans, Rohtak)

Served to the Organization from Oct 09 to April 2010. as a Relationship Officer (Alternate Channel, Retail Business).

Income Tax Office. (Rohtak)

Worked as a Return & PAN Processing (DEO) since November 1998, and served to the organization till Oct., 2004.

Professional Qualifications

- Two Year Advance Diploma in Computer Application from ZAD Computer (Rohtak).

Computer Skills

Operating System : MS DOS, Windows 95, 98, XP
PC Packages : MS Office 2000, XP
Languages : C, C++, Fox Pro
RDBMS : Oracle, Visual FoxPro, Visual Basic

HARDWARE CONCEPTS

Installation of Computer : Win 95, 98, XP, MS Office, Visual Studio
Assembling of Computer : Pentium I, II, III, IV

Educational Qualifications

- 10th From HBSE.
- 12th From HBSE.
- B.A (Pass) From IGNOU Delhi.

Personal Details

- Father's Name : Sh. K.L. Sikka
- Date of Birth : 18-09-1979
- Martial Status : Married
- Nationality : Indian
- Language : English, Hindi
- Hobbies : Listening soft music, Watching Cricket.

Date :

Place :Rohtak

(Parveen Sikka)