



ROSHNI RAJENDRAN

Muhaisinah, Dubai

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Objective

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

Skills

- Time Management
- Problem Solving
- Planning and Coordination
- Result Oriented
- Self Motivated

Summary

- Total 4 years experience in Finance, Insurance and health care and Credit Balance.

Experience

- **TATA Consultancy Services** Oct 2021 - Oct 2023
Business Process Associate
 - Verification of loan documents as per the given client information.
 - Rearranging and classifying documents as required.
 - Indexing the document into a particular code assigned for that particular document.
 - After validating and indexing forwarding that documents to underwriter for approval of mortgage loan.
 - In case, of any missing information in the document will send it back to the client.
- **Gebbs Healthcare Solution** Sep 2019 - Sep 2021
Senior Analyst - Credit Balance
 - Worked as a Credit Balance Analyst for 9 months.
 - Gathers and analyzes loan applicants' financial data to evaluate risk.
 - Identify the credit payments made by clients.
 - Analysing financial statements.
 - Processing refunds to the clients.
 - Worked in Payment Posting for 15 months.
Updated the data as per client requirements.
Managed and handle team.

Education

- **Mumbai University** 2018
Bachelor of Banking and Insurance

Languages

- English
- Hindi
- Marathi

- Malayalam

Additional Information

- Nationality - Indian
- Date of Birth - 17/07/1997

Visa Status

- Visiting Visa
From: 07 Feb 2024
To: 06 Apr 2024

Declaration

- I hereby declare that the above-mentioned information is true to the best of my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

ROSHNI RAJENDRAN