



Siddhi Sawant

Back Office Executive



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Kalachauki - Mumbai 33

SOFT SKILLS

- Leadership
- Decision Making
- Communication
- Multi-tasking
- Coordination

EXPERTISE

- FinnOne
- Data Management
- Administration
- Operation Management
- Data Entry

LANGUAGES

- English
- Hindi
- Marathi

ABOUT ME

Dedicated & detail-oriented office executive with over 8 years of experience in banking & administrative operational services. Professional & efficient in performing administrative, operational management, front-desk & back-desk tasks for large-scale organizations.

EDUCATION

B.A. in Psychology

2019

Yashwantrao Chavan Open University

EXPERIENCE

- Executive Jun 2021- Present
Datamatics Global Services Limited
 - Maintain an active knowledge base of all of the organization's commercial loan products and an understanding of the qualifications required of each applicant
 - Review active loan files each day to determine if any documents are missing or what can be done to help the process along
 - Utilize professional judgment to determine which potential borrowers represent good risk opportunities for the organization
- Back Office Executive Feb 2019 - May 2021
Plus My Investment
 - Identifying client needs, conducting research on appropriate investments, and guiding clients in investing their money or assets in the right places.
 - Helping clients with Demat account opening, providing physical insurance & in their claim settlements.
- Data Entry Operator Feb 2018 - Jan 2019
National Federation for Blinds
 - Gathering invoices, statements, reports, personal details, documents, and information from employees, other departments, and clients.
 - Responding to information requests from authorized members, resolving discrepancies in information, and obtaining further information for completing documentations.
- Data Entry Operator Jan 2016 - Jan 2018
Naval Dockyard
 - Monitoring & managing inventory & supply chain also handling the MIS (Management Information System).
 - Entering data into database software and checking to ensure the accuracy of the data that has been inputted.