

GEETANJALI

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OBJECTIVE

To secure employment with a reputable company where I can utilize my skills and business studies background.

PROFILE SUMMARY

- Worked as Student Success Specialist in Byjus.
- 1.5 years of experience in a multinational company(Genpact) as a process associate.
- Experienced in process execution and documentation as part of mortgage preparation and operations.
- Hardworking, confident individual with good problem solving skills.

EXPERIENCE SUMMARY

Relevant Experience

Organization	Duration	Role/Designation
Genpact	August 2015 - December 2016	Process Associate
Byjus	May 2022- June 2023	Student Success Specialist

Other Experience

Organization	Duration	Role/Designation
Sai Public School	April 2017 - March 2018	Primary Teacher(PRT)
Brahma Shakti Public School	April 2018 - June 2019	Primary Teacher(PRT)
Sai Public School	May 2020 - December 2021	Administration Staff

ROLES AND RESPONSIBILITIES

Byjus(Student Success Specialist)

- Closely monitor and analyze student performance dashboard to chat the overall progress of the students.
- Leverage the dashboard to share a progress with the student and parents regularly.
- Solve academic doubts from 7th to 9th grade students.

Genpact (Process Associate - Mortgage)

- Verify applicant pay slip for mortgage purpose by calculating income and generic checks for affordability.
- Calculation of income monthly, quarterly and annually for affordability.
- Manage workflow to exceed quality service goals and complete target on time.
- Training and handling queries of new hires.

EDUCATION

Degree/Qualification	Specialization	School/College	Year of passing
B.ED	Education	Chaudhary Ranbir Singh University	2019
BBA	Banking and Insurance	Indraprastha University	2015
12 th standard	Commerce	St. Froebel Sr. Sec. School	2012
10 th standard		Kendriya Vidyalaya	2010

DATE _____

PLACE _____

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