



# NISHAT FATMA

## BANK ANALYST

### PERSONAL PROFILE

An astute Professional Engineer (BE) with ~2 years' experience in home loan fulfillment, backend operation of bank, handling automation processes. Strong team player and exceptionally well organized with proven track record of deliverables

### KEY COMPETENCIES

- **Managing multiple priorities** - Handle multiple assignments and priorities yet still fulfills all commitments.
- **Team player** - Enjoys sharing knowledge and encouraging development of team to achieve specific team goals.
- **Technical** - proficient skills on the banking tools- INTEGRITY, CAP, MOS, RLS.
- **Exemplary problem** - solving skills with open for learning attitude

### CONTACT DETAILS

Cell: +919065295535  
Email : nishat.fatma.27@gmail.com

### PERSONAL DOSSIER

Father's Name: Farooq Ahmed  
Date of Birth: 27th July, 1991  
Present Address: G-117, P.C Colony, Kankarbagh, Patna- 800020

### CAREER BACKGROUND

#### Australia & New Zealand Banking Group, Analyst (May 2015 - Feb 2017)

##### Roles and Responsibilities :

- Review of Legal documents for compliance and processing of funds
- Process settlement and pay the supplier either electronically or through manual vouchers
- Accountable of automation for home loan processing
- Responsible for executing automated test cases
- Experience in interacting with other teams and working in an On-shore Off-shore model
- Conducting team meeting/team huddles for BangaloreHub and tele present for MelbourneHub
- Training new staff on the process. Provide floor support and add-in time/hour for other process related requirements and activities.
- Providing on job training. Process training, calls, clear ramp-up program
- Ensuring 100% quality check. on new joiner's performance
- Ensure all approval conditions set by the business (Credit analysts) and cross skilled in building insurance

### EDUCATION

- **New Horizon College of Engineering, VTU Bangaluru**  
Bachelor of Engineering - 2010 to 2014 - 58%
- **RPS Public School, Patna**  
Senior Secondary School CBSE, Patna, 2010 - 62.2%
- **St. Joseph's Convent High School**  
High school, ICSE, Patna 2008 - 78%

### CERTIFICATION

- **Indian Institute Of Management Raipur**- Data Analysis using R & Python.
- The Complete Financial Analyst Training & Investing Course, Udemy

### PROJECT

- **CAM: Cloud-Assisted Privacy Preserving Mobile Health Monitoring:**  
We designed a cloud-assisted privacy preserving mobile health monitoring system, called CAM, which can effectively protect the privacy of clients and the intellectual property of mHealth service providers using an encryption technique MD5 algorithm (3 Months)
- **Technology Used: JAVA, JDBC, HTML, JSP, My-SQL**

### ACHIEVEMENTS

- **BUPLAS** (business process language assessment session) accredited both from Australia & India.
- Received "Star Performer" Above and beyond call off duty certificates.
- Successfully implemented and working on the Automation for Settlement activities & make sure 100% Accuracy till date.
- Bagged 100% Quality enabling smooth settlement as per schedule.