

Shivanshi Baweja

Real Estate Valuation Coordinator

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East, Delhi, India

As an ambitious and hard-working individual, I am often recognized for my commitment and ability by highly respected companies. I handle multiple tasks on a daily basis competently, working well under pressure. Frequent acknowledgment of my contribution from senior management illustrates my potential value to the company.

WORK EXPERIENCE

Assistant Manager - Valuation Coordination Indusind Bank

09/2020 - Present Delhi

Indusind Bank is a private sector commercial bank deals with general public and works under RBI

Achievements/Tasks

- Have to manage vendors, MIS and coordinate between vendors and business team.
- Currently managing vendors and MIS for entire North India location. Previously managed MIS and Vendors for Telangana, Andhra Pradesh, Tamilnadu and Kerala locations as well.
- Property valuations initiated by business teams to be entered in MIS and forwarded to Vendors for Valuation.
- Maintaining TAT and managing basic technical issues at my end for initiated property valuations
- Checking documents and basic requirements for case initiation
- Check quality of valuation reports and enter valuation data in MIS from the reports shared by vendors.
- Collecting invoice from vendors for payment of initiated property valuations as per verticals either advance invoice or monthly invoices.
- Doing the working on Pan India Invoices vertical wise to send for approval to process invoices for payments
- After approval, upload invoices on Bank software to process for payments.
- Continuous follow ups for required documents or reports with business team and vendors respectively.

Deputy Manager- Coordination Adroit Technical Services Pvt. Ltd.

03/2018 - 09/2020 Noida

Adroit Technical Services is a valuation company where we evaluate the value of the property and provide services to different banks, financial institutions and NBFCs.

Achievements/Tasks

- Coordinated between Banks/NBFCs and our technical team for smooth process of valuation.
- Updated MIS excel sheet and arranged all payments on time for initiated valuations.
- Assisted Manager and Department Head.
- Participated in various department meetings to discuss on how to maintain quality of valuation assignments and to make sure there is no outstanding of the invoices.

EDUCATION

B.Com Hons Delhi University

07/2011 - 06/2015 Delhi

SKILLS

- Communication Skills
- Written Skills
- Decision Making
- Time Management
- Teamwork
- Positive Attitude
- Microsoft Office Suite
- Tally Software
- Problem Solving abilities
- Computer Skills
- Multitasking
- Self motivation
- Work Ethic

CERTIFICATES

Best Coordinator certificate (04/2019)

Course on Computer concepts (CCC) (2018)

- DOEACC society from NIELIT

Tally Software

ACHIEVEMENTS

Best Coordinator Award (04/2019)

LANGUAGES

English
Professional Working Proficiency

Hindi
Full Professional Proficiency

EXTRA CURRICULAR ACTIVITIES

Have organized school functions systematically.

Have worked as a freelancer by writing both Articles and Press Releases for foreign companies' websites.

Have made a presentation on MS Excel while doing the CCC course from NIELIT.

Have given private tuition to students of Nursery-5th class for four years.