

# Aman Jhan

**Nationality:** Indian **Date of birth :** 22/04/1995 **Gender:**Female  **Phone number:**(+91)7338271016

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 **Home:** Khan Niwas, near below Police station Tehsil Shimla, Distt Shimla, 171012 Himachal Pradesh(India)

## ABOUT ME

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Highly motivated and results-driven Supervisor with over 5 years of experience in overseeing operations, leading teams, Skilled at managing staff, improving operational efficiency, and fostering a positive work environment. Proven ability to meet deadlines, resolve conflicts, and ensure compliance with company policies while maintaining high customer satisfaction.

## WORK EXPERIENCE

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### Project management consultant

*Coretegra Technologies Pvt. Ltd* [02/2024 - currently]

- Led and successfully delivered multiple high-impact projects, including government initiatives for clients such as Haryana State Cooperative Apex Bank Ltd., overseeing the entire project lifecycle from initiation to completion.
- Created detailed project plans, schedules, and budgets to ensure timely and cost-effective delivery.
- Collaborated with cross-functional teams—including IT, operations, and finance—to drive alignment and meet strategic business goals.
- Partnered closely with client stakeholders to define project scope, objectives, and deliverables, ensuring alignment with overall business priorities.
- Proactively identified potential risks, implemented mitigation strategies, and ensured compliance with industry standards and best practices.

### Associate Loan Documentation Processor

*Wells Fargo International Solutions Private Ltd* [07/2020–09/2023]

- Prepare, review, and process loan documentation for various loan products, including mortgages, commercial loans, and consumer loans, ensuring all documents are complete and accurate.
- Work closely with loan officers, underwriters, and clients together required information and ensure that all loan applications are processed in a timely manner.
- Verify loan applicant information, such as income, credit history, and other relevant financial data, to ensure compliance with internal policies and regulatory guidelines.

### Associate Center Manager

*Cultfit Healthcare Private Limited* [10/2019–06/2020]

- Lead and manage a team Five employees, providing ongoing training, support, and performance evaluations.
- Collaborate with the Center Manager in developing business strategies to drive growth and profitability.
- Monitor key performance indicators (KPIs) and ensure that the center meets its operational targets, including customer service, sales, and productivity goals.

## EDUCATION AND TRAINING

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### Master of Business Administration

*Reva University* [08/2019]

### Bachelor of Computer Application

*Himachal Pradesh University* [04/2017]

**Senior Secondary**

*Himachal Pradesh Board of School Education* [03/2013]

**Secondary Education**

*Himachal Pradesh Board of School Education*[03/2011]

**SKILLS**

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**Key Skills**

- Team Leadership and Motivation
- Time Management and Prioritization
- Operational Efficiency
- Conflict Resolution and Problem-Solving
- Communication and Interpersonal Skills
- Employee Training and Development
- Decision-Making and Strategic Planning
- Budgeting and Cost Control
- Customer Service and Satisfaction
- Performance Evaluation and Reporting

**LANGUAGE SKILLS**

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**Mother tongue(s):**Hindi

**Other language(s):**English

**DECLARATION**

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I certify that the information provided in this resume is true and accurate to the best of my knowledge.