

OBJECTIVE

A dedicated individual with a proven track record of effectively managing people and assets. Has the ability to work diligently to help maintain smooth office operations. Looking for a challenging role where one can share knowledge and experience while continuing to learn.

EXPERINCE

ORGANISATION : ICICI Bank

Duration : June 2023 *to till date*

Role : Sr . associate

Responsibilities :

- **ICICI BANK (i-Process Services India Pvt Ltd)**

Senior Associate

- Managed "Credit operations" in the Subsequent and Part Disbursement Team, specifically handling the "West" location.
- Documents verification as per Non discrepancy checklist for disbursement of retail loan cases.
- Ensured correctness of favoring, payment mode, date, and amount during document verification and System maker.
- System maker for disbursement post document verification.
- Checked for full and partial disbursements, IT codes, PDD documents, and building Finnone ID.
- Completing Reschedule and Payment maker in Finnone. Maintaining daily disbursement process ensureing with in TAT disbursement.
- Raised and resolved queries with various categories, ensuring timely resolutions.
- Coordinated with BSM/RM and various operational teams for file logins, basic data entry, and Finnone checker entries in the system.
- Prepare Disbursement memo in System.
- Calculating Ocr, Subvention interest and NFA.
- Checking Pro Rata and Flexi scheme.
- Verified product types, including Home Loans (HL), Self-construction & Top up loans, Seller BT, Cidco, and Government projects.
- Transfer non-I-lens/Aps case into I-lens.
- Initiate Technical PAS report into I-lens system.
- Handled MIS (Management Information System) for the disbursement

process and tracked files for efficient operations.

- Providing training to new users or team members on how to use the Finnone system and prepare DM effectively.
- Documenting processes and procedures related to Finnone usage for reference.

Accomplish:

- Ability to record and maintain data in computerized and non-computerized formats
- Ability to use online systems and automated bibliographic tools.
- Ability to communicate clearly and effectively
- Ability to lift up to 60lbs.
- Excellent ability to perform clerical duties such as filing, typing, faxing, answering phone etc.
- Familiar with Word, Excel and database software.
- Ability to handle multiple tasks

EDUCATION

Degree/Diploma	Board/ University	Year	Grade
B.A	Dr.B.A.M. University	2023	Second Class
H.S. C.	Maharashtra Board	2009	Second Class
S.S.C	Maharashtra Board	2007	Second Class

SKILLS

- ❖ Typing speed-English (40)
- ❖ Marathi (30)
- ❖ Microsoft Office,
- ❖ MS Excel
- ❖ MS Word
- ❖ Adaptability
- ❖ Quick Learner
- ❖ Time Management
- ❖ Planning and Co-Ordination
- ❖ Multitasking Abilities
- ❖ Teamwork Interactive Teaching

Tools And Softwares



- ❖ Finnone
- ❖ I disburse & Idecison
- ❖ I-lens (ICICI Bank Leading solution)
- ❖ APS (Application Procssing System)
- ❖ LAM (Logical Access Management)
- ❖ Omni-Docs
- ❖ MS Excel
- ❖ MS Word
- ❖ AI Tools.

STRENGTHS

- Good communication skill
- Problem solving & Leadership skills
- Team work
- Creativity Mind

LANGUAGES

- ✓ English
- ✓ Hindi
- ✓ Marathi

PERSONAL

DETAILS

Date of Birth: 14/10/1990

Status: Married

Address: Flat No 608, Bldg no 2B Om Sai Ganesh Society, Kamraj Nagar, Ghatkoper (E) Mumbai : 400077.

EXTRA

CURRICULAR

ACTIVITIES

Social Welfare and Services – Tutoring

National Defense Updates and General Knowledge

Reading Books, Playing Chess, Listening Music, Playing Outdoor Games.

DECLARATION

I hereby declare that all the above given Information are True to Best my knowledge.

Place:

Name: Mangesh vighne

Date:

Signature: