# MANGESH LAXMAN VIGHNE

# OBJECTIVE

EXPERINCE

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.

**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.**

# STRENGHTHS

LANGUAGES

* Good communication skill
* Problem solving & Leadership skills
* Team work
* Creativity Mind
* English
* Hindi
* Marathi

# PERSONAL DETAILS

EXTRA CURRICULAR ACTIVITIES

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.

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: