**ALPA SAJJAN VENGURLEKAR**

***Objective:***

To achieve excellence and growth with a blend of task & people oriented attitude. Being a quick learner, always aim at optimizing the potential and challenge the status quo. I look forward to working with a closely-knit team, where I can contribute to the objectives of the organization. My key takeaways are- positive attitude, self-confidence, belief in raising the bar & being proactive, which I believe would stand me in good stead in the job, I am looking for.

***Experience Profile:***

Dec’14 – Jan 2016 **ING VYSYA** **BANK LTD Mapusa – Goa**

**Assistant Manager - Gold Loans**

*Roles & Responsibilities*

* Handling of branch walk-in customers in respect Gold loan servicing for existing/NTB customer and providing information about our products to new customer.
* Gold loan customer follow up of the bank.
* Timely disbursement of loan and recovery of overdue interest by followups.
* Interacting with the customer of the bank interms of Gold loan awareness and feedback generation for better services.
* Sole touch point for Gold loan.

Dec''12 – Dec 2014 **India Infoline Finance Ltd Mapusa – Goa**

**Officer – Valuer 2**

**Gold Loans**

*Roles & Responsibilities*

* Handling of branch walk-in customers in respect Gold loan servicing for existing customer and providing information about our products to new customer.
* Scrutinizing and punching of new Gold loan application in system as per AML guidelines.
* Follow up with the customers for collection of interest.
* Achieving sales target for third party products like Insurance, Mutual Funds, Bonds etc and increasing the branch productivity.
* Handling of vendor payment.
* Reporting to Branch Manager and Collection Manager.

Aug’12 – Dec’12 **Country Club India Ltd.** **Anjuna– Goa**

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**Account Executive**

**Country Vacation**

*Roles & Responsibilities*

* Data entry of online membership forms
* To check daily collection and prepare DPR (Daily Project Report) in Focus 6.0ver.
* Handling vendor payments, settlement of employees Incentives & travel expenses bill.
* Preparing payroll on weekly bases.
* Handling cash,
* Maintaining registers of accounts.
* Preparation of Monthly MIS in terms of Approval & Rejection ratios.
* Reporting to Account Manager.

Jan’10 – July’12 **The Jana Utkarsh Urban Cooperative**

**Credit Society Pvt Ltd.** **Mapusa – Goa**

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**Clerk cum Cashier**

*Roles & Responsibilities*

* Handling of branch walk-in customers in respect to account opening.
* Informing the customer about the new products and their features
* Sale of FD and RD of branch.
* Handling cash activity at Branch.
* Handling day to day Banking activity.
* Handling of loans disbursement at Branch.
* Tracking and managing Delinquency by coordinating with Collections.
* Overall branch operations of cooperative society.

***Education:***

* B.A. April 2009 from Goa University

***Professional Qualifications:***

* Computer Basics, Windows, MS Office
* Diploma In Computer Application.

***Interests/other activities:***

* Internet browsing, MS office skills. Always been enthusiastic for new role and challenges.

***Personal details:***

* Address : H.No.346/G, New Vaddo, Sirsaim Tivim Bardez Goa-403502
* Mobile No : +91 9923764769 /8378079443
* Date of birth : May 25th, 1987
* Gender : Female
* Marital status : Single
* Nationality : Indian
* Languages known : English, Hindi, Marathi & Konkani
* E-mail : [alpa.vengurlekar@gmail.com](mailto:alpa.vengurlekar@gmail.com)