**Overview**

A competent professional with over 4 years of experience in Credit and operations, Back Office Associate Presently associated with **IDBI BANK LTD.** as a **INNOVSOURCE PVT LTD.**  As Back Office Associate.Here I have to Maintain Mutual Fund Portfolio Updating M/F Login, MIS, etc. Before this I worked with **PLUTO NETWORK PVT LTD.** I also worked with **SHRI RAM CITY UNION FINANCE LTD.**

**Professional Experience**

1. Presently working with ***INNOVSOURCE PVT LTD of*** *(IDBI BANK LTD)* as a Back Office Associate From 2nd Dec 2013 to till date.

**Job Profile**

To process Mutual Fund Portfolio update, Account Passbook print, Transfer Cheque IDBI to IDBI Account deposits, and solve customer Query’s.

1. ***PLUTO NETWORK PVT LTD***. a unit of VAIBHAV PARIWAR INDIA PROJECT LTD. As a **Branch coordinator** Form 21st March 2013 to 28th Nov 2013.

**Job Profile**

To process Debenture and loan application form (Two Wheeler, Personal Loan, Business Loan), Maintain Business MIS, Cash & Cheque deposit in to bank and to solve Sales team/Client Query’s.

1. ***SHRI RAM CITY UNION FINANCE LTD*.** as an Operation Executive from 1st May 2012 to 20th March 2013.

**Job Profile**

To process Loan file (Two Wheeler, Personal Loan, Business Loan, Four Wheeler) Maintain Business MIS, Allocation of Collection Cases. See in the payment mode of files.

1. ***SAI CONSULTANTS* Cpa of (*HDFC BANK LTD*)** as Credit Officer from Oct-2010 to 31st April 2012.

**Job Profile**

To process Loan files (Two Wheeler, Personal Loan, Business Loan).Preparation of file from CAM till the end Position at which file can be process.

**Summary of Qualifications**

* Graduation from C.S.J.M University Kanpur in 2011.
* Intermediate from U.P. Board in 2007.
* High School from U.P. Board in 2005.

**Professional Qualification**

* One Year Advance Diploma in Computer Application from INFOTECH Computers, Lucknow.

**Personal Details**

Name :: Azeem Khan Date of Birth :: 1st Nov 1991

Father’s Name :: Mr. Munna Miyan

Marital Status :: Single

Nationality :: Indian

Sex :: Male

Languages Known :: Hindi & English

Hobbies :: listening Music & Driving

**Date:**

**Place: (Azeem khan)**

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Looking forward towards a productive and long-term association . . .