

## **RESUME**

**Syed Mohammad Afnan**

**Email id:- syedafnan196@gmail.com**

**Mob: - 7011588504**

### **Objective**

- To achieve my company's goal with smart work and dedication

### **Academic Summary**

- Matriculation from CBSE Board.
- Intermediate from CBSE Board.
- Graduate BBA form Jamia Hamdard University

### **Personal Qualification**

- Six months Diploma in basic computer application from Govt.Institute

### **Technical Skills**

- Operating system Xp/Vista/Window7
- Mail server exchange server2003
- Ms office 2003 &2007

### **Key Strength**

- Excellent ability to learn new technologies and languages.
- Willingness to give & seek support.
- Capacity for work meeting deadlines,
- Performing new task with creativity and responsibility,
- Ability to negotiate and operate in a dynamic environment,
- Accepting my challenge with a positive attitude.
- Interpersonal and co-ordination skills for effective teamwork.
- Capacity to lead bigger team.

### **Job Profile**

- Working with Growth source financial services Pvt Ltd (Protium) as RCU officer on rolls of PAMAC fin serve Pvt ltd from 6th of September to till date.
- Worked with Indostar capital Limited as a RCU Executive on rolls of Tenacious Services Pvt Ltd From 06th of July 2020 to 3rd of Sep 2021

- Liaisoning with all the processes and stake holder at branch level for better understanding and exposure.
- Supervision of Screening & Sampling process of LAP, AHL, BL & CV products.
- Online checks for finding adverse feedback on the logged in cases.
- Maintaining Sampling MIS and Target MIS for entire North India.
- Cross verification of sampled cases which is provided by agency to another agency for quality checks
- Cross check on login MIS sent by branch and in process RCU cases are sent to RCU agencies and are directly to report the status within TAT.
- Field visit on critical cases personally.
- Having good knowledge of property papers
- Sharing negative market information and defaulter information on regular basis with Credit, Collection and RCU Counterpart.
- Taking care of more the 28 branches in North India
- Agency bills analysing coordination for better bill execution and update in system.
- Cross check on Settlement and Valuation cases for entire North & East self-investigation on crucial cases
- Make decision according to the compliances and Policies

- **Worked with Uno Growth Technologies Pvt Ltd (Loan Simple) as a Assistant Manager QC from 2nd of Dec 2019 to till date.**
- **Worked with Indostar capital Limited as a Sampler on rolls of Bright Credit Information India Pvt Ltd From 26th of Aug 2018 to 30th of Nov 2019**

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- Sharing negative market information and defaulter information on regular basis with Credit, Collection and RCU Counterpart.

- **Worked with State Bank of India (Credit card) as Sales executive on Behalf of Intelenet Global Serviced Private Limited Oct'2015 to July'2018**
- **Worked with Reliance Capital Limited and IndiaBulls Behalf of KSWD associates as sampler from Sep'2014 to May'2015**
- Proper follow up of the kyc(Know your customer)norms.
- Proper check files of HL ,AH,AGRI SME,Lap,Auto Loan & commercial vehicle files and maintenance of MIS for that purpose.
- Preparation of MIS reports for rcu reports.
- Checking the entire documents as a final authorized before the file moves to disbursement.
- Coordination among the credit and operation team.
- Eye balling on dockets ready for disbursement
- Cross checking activities on regular basis for fi reports, legal reports and technical reports.
- Seeding activities on regular basis for checking sourcing quality of business team.
- Post disbursement asset verification activities on regular basis for disburse cases

## **Personal Data**

Name	Syed Mohammad Afnan
Date of Birth	08 Jul 1996
Address	711,Phatak Dhobiyan Farash Khana Ajmeri Gate Delhi-110006
Nationality	Indian
Religion	Muslim
Sex	Male
Marital Status	Never Married
Passport No.	N8040952

## **DECLARATION**

I, hereby declare that the above information is true to my knowledge and ability.

**Place: New Delhi**

**Syed Mohammad Afnan**