**Amit Dani**

**Last Active** : 18-Aug-2015 | **Last Modified** : 18-Aug-2015

* **Email**aamitbdani@gmail.com
* **Mobile No.**+91-9881781982
* **Date Of Birth**Not Mentioned
* **Job Title**Deputy Manager
* **Company**HDFC Bank Ltd
* **CTC**Rs. 2.80 Lacs
* **Total Experience**11 Yrs 8 Months
* **Gender**Male
* **Location**Nashik

**Job Details**

* **Job Title:**Deputy Manager
* **Functional Area:**Back Office Operations
* **Industry Type:**Banking / Financial Services
* **Company:**HDFC Bank Ltd
* **Years in the job:**3 Yrs

**Educational Details**

* **Qualification level:**Graduation
* **Education Stream:**Commerce
* **Institute Name:**Pune University
* **Course Type:**Full Time
* **Year Of Passing:**2002

**Skills**

[accountancy 1 Yr](javascript:void(0))

[aps 1 Yr](javascript:void(0))

[assets recovery 1 Yr](javascript:void(0))

[banking 1 Yr](javascript:void(0))

[bookkeeping 1 Yr](javascript:void(0))

**Other details**

* **Largest team size handled**0
* **Notice period**Not Mentioned

**Preferences**

* **Job Location**Nashik
* **Functional Area**Back Office Operations
* **Industry**Banking / Financial Services
* **Job Type**- Any -
* **Shift Type**Morning | Noon | Evening | Night | Split | Rotating
* **Salary**Rs 2.5 - 3.0 Lakh / Yr

**Resume**

**RESUME**

**Name:** Amit Balasaheb Dani

**Residential Address:**

2/3, Akshardarshan Society,

Matoshree Nagar,

Shantipark, Upnagar,

Nashik 422 006

Maharashtra

**Phone No.:** + 91- 9881781982

**E-mail Id.:** aamitbdani@gmail.com

**Resume Summary:**

I am a Commerce Graduate from Nashik with an overall work experience of 11+ years in Banking and Finance Industry. During the tenure I have worked in Back Office Operations and Front end Customer Service with sound knowledge of Retail Lending Procedures.

**Personal Details:**

Date of Birth : May 01, 1982

Languages known : English, Marathi, Hindi

Hobbies : Internet surfing, listening music and playing cricket.

Marital status : Married

**Educational Qualification:**

B.Com. (2002) : Majored in Banking and finance

Computer course Diploma in Proficiency in Systems Management from Aptech Computers, Nashik

Computer course of MS-ACIT Financial Accounting from MKCL, Pune.

Worked with Applications / Software: Tally 7.2, Cash-In, Kapiti, Finone (APS, LMS), Laser soft.

**Work Experience:**

Working as Deputy Manager - Operations with **HDFC Bank Ltd**. Retail Asset Operations Division, Nashik from September 2011 till date

Job Profile:

Handling a team of 8 executives and 2 document processing agencies at Nashik for Loan Disbursement of Retail Asset Products includes Two wheeler loans, Personal loans, Auto and Used Car loans, Business loans, Micro Finance loans, Tractor and Farm Equipment loans, Commercial Vehicle and Commercial Equipment loans.

Additionally handling Gold loan Operations as a Back up staff for loan processing as and when required.

Handling document verification and empanelment process for inception of channel partners includes New Dealerships, Sales Executives, Direct Sourcing Agents and Dealer sales executives.

Responsible for timely and accurate loan disbursements with strict adherence of banks laid down policy and processes.

Responsible for management of workflow on the disbursement floor ensuring optimum utilization of available resources.

To maintain inter-departmental co-ordination with Sales, Credit, Risk and Intelligence for smooth functioning of operations.

Responsible for data management for timely and quality MIS reporting.

To impart weekly training to Team members for new updates on policy and processes.

Team Management and administration includes shift timings, leave management and staff attendance.

Responsible for record and register maintenance to ensure compliance of auditory requirements .

Worked as an Associate Credit Operations with **Cholamandalam DBS Finance Ltd.**, Nashik from August 2007 to September 2011. (On Payroll of Chola Business Services Ltd.)

Job profile:

Handled Branch Operations for Personal loans, Two Wheeler loans and Commercial Vehicle loans.

Screening and login of files to ensure proper documentation and compliance as per credit policy.

Maintaining Branch Trackers for Login, FI, RCU and Disbursement

Application processing into Finone (APS and LMS)

FI Audit and FI agency handling to ensure correct and complete verification reports are received with in TAT.

Branch MIS reporting including Credit MIS, Business MIS, Monthly Branch report.

To handover disbursal cheques to customer and inform him about the finance scheme offered.

Post Disbursement Customer handling for queries and complaints such as Repayment schedule / SOA request, EMI Refund, foreclosure request.

Maintaining Branch Expense Invoices (Petty Cash), Vendor payments, FI bills.

Other exercising Branch Operations.

Worked as an Operations Executivewith **Centurion Bank of Punjab Ltd**. (Asset finance division) at Nashik branch from March 2003 till December 2006

Job Profile:

Branch PDC banking of local and outstation instruments (Approximately 15000 instruments banked per month).

Book-keeping and accounting entries.

Reconciliation of Customer clearing A/c and Bank A/c.

Regular follow-up with correspondent banks for clearance of pending instruments.

Preparation of MIS reports and daily reports.

Place: Nashik Amit Balasaheb Dani