

CURRICULUM VITAE

RORICK WAGHE



E-Mail :- rorrick1@gmail.com

S/o Mr. R. P. Waghe, H.No. 03/507
Near Gopal Stores, Beside Ali
Hydrolic, Waghe Line
Raipur, Chhattisgarh-490001

Mob:- +91 9300408435

CAREER OBJECTIVE

To be a part of an Organization where I can show my numerate & analytical skills and climb the ladder to the top managerial position through subsequent endeavour. I desire a career which is upward looking with ample opportunities for growth and challenging in nature. I seek an organization which uses my abilities to fullest and provide me with sufficient responsibilities and independence.

Professional Experience :

EXECUTIVE SUMMARY

- A True Professional with **2.3 Years'** experience in Disbursement, Banking Operations, Retails Asset Operations, Client Servicing and Finance and accounts.
- Presently associated with HDFC Bank Ltd. as **Asst. Manager – Retail Asset Operations. Functional Role – Operations Manager.**
- Experience in managing Banking Operations, Loan Disbursement, Accounts & Finance, Administration and implementing strategies.
- Handling all disbursement related activities at Branch / Local Operations.
- An effective communicator with exceptional relationship management skills with ability to relate to people at any level of business and management.

PROFESSIONAL EXPERIENCE

HDFC Bank Ltd.

Asst. Manager – Operations

Since May 2015

Location - Raipur, C.G.

Job Profile:

- Process / Authorize disbursement of PL, Two Wheeler Loan, Education Loan, Auto Loan, CV, CE, and Micro Finance products like Govt. sponsored subsidy loans, JLG/SHG etc.
- Tracking and controlling disbursement activities at Branch with quality management and zero errors.
- PDD Updation / Authorization in time with end to end tracking and control.
- Management of complete disbursement cycle from login to file dispatch.
- Generating MIS and reports for review by the management.
- Co-ordinate with CPA / Credit and Sales teams for disbursement process in line with stipulated TAT.
- Recommend files / cases to the higher authority in case of deviations from the norms.
- Managing to maintain service quality in time with error free output.
- Maintaining Registers and keeping track and doing Reconciliation for apportionment for different products.
- Walkthrough of Process and Operating Guidelines from time to time for smooth flow of files.
- Handling Branch Audit for improvement of Audit rating, Co-ordination with Audit Team for minimizing queries and better service quality.
- Responsible to manage and control different Open Items by mapping manually and knock off with related Accounts.
- Responsible to solve customer queries / complains through CRM and support CSO to provide better customer service.

A. Siddiqui And Associates (HDFC BANK CPA)**Mar '2008 to Apr'2015****Credit and Operations Coordinator****Location - Raipur, C.G.**

- Dept : Two Wheeler Loan, Personal Loan, Auto Loan, Business Loan
- Responsibilities : Providing Support to surrounding branches and spoke for operations related issue for smooth. Receiving proposal forms and doing initial underwriting functioning in day to day activities. Coordinate between Sales and Operation staff Training to new joined and coordination for smooth functioning of new branches Ensure that TAT is 100% maintained .
- Nature of Job : Building Customer Relationship. Making New Ideas & Improvement Handling all grievances of customer.

Shriram City Union Finance Ltd.**Dec '2007 to Feb'2008****Admin, Back Office Executive****Location - Raipur, C.G.**

- Dept : TW Loan, Consumer Loan Verification
- Location : Raipur (C.G.)
- Objective : Seeking better prospect in the computer Field.
- Nature of Job : Building Customer Relationship. Making New Ideas & Improvement Handling all grievances of customer.

G.E.Money Financial Service Ltd**Jun '2006 to Oct'2007****Junior Officer****Location - Raipur, C.G.**

- Dept : Two Wheeler Loan
- Responsibilities : Promotional Events. Source Open Market Customers For Two Wheeler Loan.
- Objective : Seeking better prospect in the computer Field.
- Nature of Job : Building Customer Relationship. Making New Ideas & Improvement Handling all grievances of customer.

TATA Telecom Services Ltd.**Mar '2005 to Jun'2006****Back Office and Team Leader****Location - Raipur, C.G.**

- Responsibilities : Handling All Marketing Work
- Objective : Seeking better prospect in the Marketing
- Nature of Job : Standing good relationship with Customer.

SPECIAL SKILLS

- Strong Analytical and Problem Solving Skill
- Self-Motivated, Self-Confident and Quick Learner.
- I feel irritation when I could not finish my job in time.
- Optimistic & Well Determined.
- Good Communication Skills
- Ability to deal with People & Work in Groups.

EDUCATIONAL QUALIFICATION

- ❖ Graduation **Bachelor of Commerce** From Dr. C.V. Raman University in **2011** with 70.4%
- ❖ 12th Class **H.S.S.C. (10+2)** From Pt. B. P. Pujari in **2002** with 66.4%
- ❖ 10th Class **S.S.C.** From Pt. B. P. Pujari in **2000** with 46.0%

PERSONAL PROFILE

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|----------------|---|--|
| Name | : | Rorick Waghe |
| Father's Name | : | Mr. Ranjeev Prakash Waghe |
| Date of Birth | : | 15/08/1986 |
| Gender | : | Male |
| Religion | : | Christian |
| Category | : | General |
| Nationality | : | Indian |
| Marital Status | : | Single |
| Contact No. | : | 9300408435 |
| Hobbies | : | Exercise, Listening Music, Watching T.V. |

REFERENCE:

- | | | |
|-----|----------------------------------|------------------|
| (1) | Mr. Shajee Srirangan (Colleague) | Mob: 09329770503 |
| (2) | Mr. Soumitra Mohanty (Relative) | Mob. 09329731133 |

DECLARATION

I hereby declare that the information given above is true and correct to the best of my knowledge.

(Rorick Waghe)

Date:-