Credit targets of the branch was achieved during the year . Handling portfolio amounting to Rs. 46.05 cr. Performed the work related to fresh accounts sanctioned during the year i.e. their pre sanction appraisal, documentation, creation of Equitable Mortgage, entry in Cersai records & reviewed the accounts assigned to me.

Training to employees will help in growth of the branch.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  | | --- | | 1 | | 2 | | 3 | | 4 | | 5 | | 6 | | 7 | | 8 | | |  | | --- | | Compliance of terms & conditions of sanction & documentation of fresh accounts. | | Creation of charge & obtaining of search report, insurance, end use verification. | | Drawing of CIBIL/EQUIFAX reports. | | Reply of CARD & inspection/irregularities in the accounts. | | Submission of legal compliance in borrowal   |  | | --- | | accounts to controlling offices. | | Verification of security, periodical rating of the accounts, preparation of PMS of all the accounts. | | Work related to fresh accounts as allocated from time to time, checking of stock statements. | | Work related to the accounts assigned to me i.e. pre sanction appraisal, post sanction follow | | |  |  |  |  |  | | --- | --- | --- | --- | --- | | |  |  |  |  | | --- | --- | --- | --- | | |  |  |  | | --- | --- | --- | | |  |  | | --- | --- | | |  | | --- | | up, creation of equitable mortgage & entry in CERSAI records. | | | | | | |  | | |

Worked in MCB till 02.01.2015 during the FY 2014-15 and handled portfolio amounting to Rs. 163.95 cr. Performed the work related to renewal/fresh accounts during the year i.e. their pre sanction appraisal & post sanction follow up, documentation, creation of Equitable Mortgage, entry in Cersai records & reviewed the accounts assigned to me. Posted in Vibhuti Khand Branch, Lucknow from 03.01.2015 and is handling retail loans as well as daily routine works related to branch and as assigned to me

Contributed in the opening of met life policies related to the accounts handled

Successfully marketed the Banks' Retail schemes in the nearby areas.

Communication made in Hindi in verbal & written where ever required.

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| |  | | --- | | 2 | | 3 | | 4 | | 5 | | 6 | | 7 | | 8 | | |  | | --- | | Compliance of terms & conditions of sanction & documentation of fresh accounts. | | Creation of charge & obtaining of search report, insurance, end use verification. | | Drawing of CIBIL/EQUIFAX reports. | | Reply of CARD & inspection/irregularities in the accounts. | | Submission of legal compliance in borrowal accounts to controlling offices. | | Verification of security, periodical rating of the accounts, preparation of PMS of all the accounts. | | Work related to fresh accounts as allocated from time to time, checking of stock statements. | | Work related to the accounts assigned to me i.e. pre sanction appraisal, post sanction follow up, creation of equitable mortgage & entry in CERSAI records. | |

Worked in BO: Vibhuti Khand, Gomti Nagar, Lko. till 05.07.2015 during the FY 2015-16 and handled retail loans as well as daily routine works related to branch and as assigned to me by Branch Incumbent.

Posted in BO: RLB, Vipul khand, Gomti Nagar from 06.07.15 & performed the work related to fresh accounts/renewals during the year i.e. their pre sanction appraisal & post sanction follow up, documentation, creation of Equitable Mortgage, entry in Cersai records & reviewed the accounts. Recommended proposals amounting to Rs. during the year.