

Thapasya amen
Mob:09167462338
Email: thaps.menon@gmail.com

Career Objective:

To work as an loan officer and learn the procedures and regulations of granting loans by taking and executing instructions from the seniors and learn to handle higher responsibilities efficiently.

Summary of Skills:

- Updated knowledge of the banking laws and loan processing regulations.
- Familiar with the loan procedures and eligibility requirements.
- Excellent documents management abilities and reporting skills.
- Ability to update records and keep track of the loan files in process.
- Skilled at maintaining constant communication and coordination with clients.

Work Experience:

Junior Loan Officer,
HDFC Sales Private Limited
Mumbai.
Year: 2015-2017

Main activities and responsibilities

- Preparing loan files for each customer who has applied for the loan and file in all the necessary document.
- Explaining the terms and regulations of applying for and availing a loan to the customer. Answer their queries, if any.
- Studying the financial documents submitted by the customers and evaluate the financial standing and creditworthiness of the customer.
- Coordinating with the mortgage officers, underwriters, lawyers, etc., as required to process the loans.
- Liaising with the bank's management and put forth the case of the customers strongly.
- Counter checking information provided by customers for accuracy and authenticity, and revising information if found wrong..

- Maintained correspondence with customers and updated them about the development of their loan.
- Supported seniors in processing loans, maintained documents and verified proof documents.
- Referred to a database and called up potential customers who are interested for a loan.
- Provided information about the loan services given at the institute over the phone.
- Gave appointments to interested candidates and call them to office.
- Made reminder calls to customers to visit office or to submit documents.

Educational Qualification:

- Graduation **B.Com (Computer Application and Taxation)** with **second class** Under Mumbai University from Model college, Dombivali-2013.
- **H.S.C** under Mumbai University with **First Class** from Model college Dombivali-2010.
- **S.S.C** from Board of Secondary Education, with **Second class**.
- Studied throughout **English Medium**.

Computer Skills:

- Tally Erp 9 with 92% Percentage
- Ms office
- Internet
- Worked in Excel & Word

Strengths

- Good Communication Skills.
- Ready to take responsibility.

Declaration

I here by declare that the above information is correct and true to the best of my knowledge and belief.