

VISHAL AMBADAS JAWALE

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PROFESSIONAL SYNOPSIS

- To succeed in life through continuous learning & applying the same in practical wherever possible.

SKILL SET

- Disciplined, punctual, good command over language.
- Competent to handle Operations, Coordination (Customer) responsibilities.
- Keen knowledge of computers and work under pressure.
- Sincere and dependable with strong commitment to organizational objectives.

ORGANISATIONAL EXPERIENCE

28th Dec 2017 to 03 May-2019.

Canara HSBC OBC Life Insurance Co.

Sr. Associate - Branch Operation Service

- Scrutiny of proposer form and verify the document like ID proof, Address proof, Age proof, income proof and Benefit Illustration, cheque etc.
- Data entry and preliminary underwriting of New business files.
- Cheque receipting of renewal and new business.
- Follow up with sale person till issuance of policy.
- Process all Policy servicing request like Name change, nominee change, Bank details change, revival policy etc.
- Looking Renewal calling directly to client and sales person and update remarks in system as well as in excel those renewal not come.
- Handling walking customer query regarding policy renewal, surrender of policy, partial withdrawer, free look cancelation etc.
- Retain customer those coming for policy cancelation, surrender of policy or free look cancelation.
- Timely revert on every mail came from HO, sales person or client.
- Maintaining Various Types of MIS like renewal cheque, daily login, pending cases, undelivered Policy Bond etc.

July 2015 to Dec 2017
HDFC Life

Sr. Ass Operation in Health Operation Team.

- Processing & servicing of policy documents and ensure 100% accuracy and no pending cases.
- Scrutinize the scanned document in wonders and cross check with the recorded information in Life Asia.
- Verification and Data Entry of KYC Documents.
- Coordination with the Banc assurance, Direct, Agency for any kind of queries changes and clarification like Policy documents, Refund Cheques, Withdrawal etc.
- Preparation of MIS for Branch ops, HUB ops, agency operations & central operations team
- Interacting with Sales Team and customers for addressing their queries, requests and complaints.

Nov 2013 – April 2015
Veer Raghavan & Co. (Dep.For CITIBANK)

MIS Executive

- Handling Home Loan and Mortgage Operation.
- Updated Loan Application File
- Verify KYC Documents
- Making the LOD request as per the Customer request.
- Preparing MIS for day to day Home Loan Document Entry.

Dec 2005- Jan 2012
ICICI BANK

- Processing of Transfer Cheques.
- Using NCR Machine to Data capturing, sorting.
- File generation & uploading in system.
- Verify Validity of Date, Payee Name details, Amounts in words and Figures, Drawers Sign & Crossing stamp on the cheques & UV Lamp checking.
- Calling to the customers regarding the cheques coming under critical items.

Raam Info Tech

- Banking operation relating to Home Loans and Home Finance.
- Preparation of PDC Banking Pay-in-Slips-Exhibits total PDC's (postdated cheques) to banked for a month with value.
- Scheduling of PDC's to be sent for clearing.
- In warding & banking of PDC's (postdated cheques).

Trainings

- Having knowledge of operating system of MS-OFFICE (Word, Excel, Power-point, and Internet)
- MS-CIT – 'A' Grade (81%)
- English Typing – 40 W.P.M 'A' Grade.

ACADEMIC CREDENTIALS

SSC	Maharashtra Board	March 1998	40.53%
HSC	Maharashtra Board	Feb 2000	42.50%
T.Y.B. A	Mumbai University	March 2005	54.66%

PERSONAL DETAILS

Date of Birth : 18th Oct, 1981
Present Address: Matunga Labour Camp 'A' Block No1, Room No.6 Mumbai – 400019.
Language known: Hindi, Marathi and English.
Hobbies : Reading, Listening to Music.
Marital Status : Married.

Date:

Place: Mumbai

(Vishal.A.Jawale)