

# Resume

## Snehal Ravindra Sanap

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## CAREER OBJECTIVE

To secure challenging & responsible position, with an opportunity for growth and career advancement as successful achievements.

## STRENGTH & QUALITIES

- ❖ Positive Attitude
- ❖ Responsibility Skills
- ❖ Effective Communication & Interactive Skills
- ❖ Quick Learner & Hardworking

## EDUCATIONAL QUALIFICATION

Year	Degree	Name Of School & Collage	Grade
2009-10	B.Com	Pune Board	1st Class
2006-07	H.S.C	Pune Board	1st Class
2004-05	S.S.C	Pune Board	1st Class

## **WORK EXPERIENCE**

### **1. Organization: “ART Housing Finance Limited”**

**Period: From 16<sup>th</sup>Aug 2018 to till Date**

**Department: Credit Department (Home Loan Department)**

**Designation: Credit Officer (on Roll of ART Housing Finance Limited)**

### **Job Profile:**

- Monitoring complete Login Process for Housing Loan.
- Ensuring correctness of all KYC as per login the case
- Maintaining Login and Daily maintained login MIS-
- Entering the data in Omni fin system as per company policy.
- Issued by Sanction Letter & Loan Application Form & ACH Form & MITC to Sales Team
- Currently handling deals of Home Loan sourced by Mumbai Branch from login process till disbursement process and also coordinating with operation, accounts, Legal, Technical departments, and valuer to ensure that the correct property price is coated.
- Ensuring credit & operation Checklist as per disbursement dockets. (Docket NDC)
- Follow up for Investigation Report with External Execute (FI)
- Follow up with FCU Team for FCU report as well as Property FCU Report
- Banking for salaried, Senp & Banking surrogate

### **Processing of file / Docket for Disbursal: -**

- Checking NDC and KYC of Customer
- Checking repayment mode of customer has submitted PDC checking chq Favouring EMI Amount, Chq date and number of PDC, if Repayment mode is ACH then checking ACH form is properly filled or not and finally updating all repayment mode details in system. Checking loan agreement, checking whether customer has signed on all pages of Agreement, if customer sign is in vernacular language then checking that vernacular declaration is filled up or not
- Checking Original property document as per legal report.
- Checking valuation report of property

**2. Organization: “Reliance Home Finance Private Limited (Affordable Branch)”**

**Period: From 20thSep 2016 to 15th Aug 2018**

**Department: Home Loan Department**

**Designation: Operation Cum Credit Assistant (on Roll of Reliance HR Services Pvt Limited)**

**Job Profile:**

- Handling All Activity for Home Loan.
- Issued by Sanction Letter to Sales Team.
- Responsible for Login file with Barcode generation through FTS. (Maintain Login MIS).
- Processing Customer Post Sanction Documents (PSD) & Know Your Customer (KYC).
- Maintain Legal Technical MIS with Month wise and follow with sales person to solve the Legal Technical Related Query& Same is updated in WVS System.
- Co-ordination with Sales Manager for relevant disbursal and login query through on mail.
- Responsible for banking of processing fees
- Maintaining Register such as Cheque Stock register, Receipt book stock.
- Preparing Disbursement Dashboard MIS.
- Eligibility for Salaried Customer & SNEP Customer & Banking for salaried, Senp & Banking surrogate
- FILE Data Entry in Los System as per Application Form & KYC & Income Documents
- Follow up for Investigation Report with External Execute (FI)

**Processing of file / Docket for Disbursal: -**

- Checking NDC and KYC of Customer.
- Checking repayment mode of customer has submitted PDC checking chq favoring EMI Amount, Chq date and number of PDC, if Repayment mode is ECS then checking ECS form is properly filled or not and finally updating all repayment mode details in system. Checking loan agreement, checking whether customer has signed on all pages of Agreement, if customer sign is in vernacular language then checking that vernacular declaration is filled up or not
- Checking Original property document as per legal report.
- Checking valuation report of property.
- After NDC and KYC then generating Loan Account Number from Finn one.
- After Generation of LAN, Making necessary payment entry in Finn one and printing Disbursement Cheque.

**3. Organization: “ICICI Bank”**

**Period: From March 2014 to 19<sup>th</sup> Sep 2016**

**Department: Home Loan (sanction department)**

**Designation: Credit Processing Assistant Manager (on Roll of I Process Services Pvt Ltd)**

**Job Profile:**

- File Checking with all documents
- Issued by Sanction Letter to Sales Team
- CAM Preparing
- File Data Entry
- MIS Preparation (Back up owner)
- Follow up for Investigation Report with External Execute (FI)
- File Scanning
- File NDC & Maker in Fin one

**4. Organization: “Suresh Distributors”(Medical Agency Supply Medicine to Medical)**

**Period : From Jan 2012 to Feb 2014**

**Designation: Computer Operator**

**Job Profile:**

- Billing (As Per Medical Order)
- Purchase Entry & Sales Entry
- Cash Entry & Cheque Entry
- Basic Data Entry

## **OTHER QUALIFICATIONS**

**Certified Courses in**

- ❖ MS-CIT
- ❖ English (speed 30 & 40 w.p.m)
- ❖ Marathi Typing (30 w.p.m)

## PERSONAL DETAILS

**Date of Birth** : 20<sup>th</sup> December, 1988  
**Material Status** : Unmarried  
**Gender** : Female  
**Nationality** : Indian  
**Languages Known** : Marathi, Hindi & English

## DECLARATION

I do hereby declare that the above information is true to the best of my knowledge & belief.

**Place:** Kaylan

**Date:**

**(Snehal R. Sanap)**