

CURRICULUM VITAE

Jayesh Raghunath Mane

A-1 bldg room no.9, 2nd flr
Bmc staff qtrs.LBS garden,
Worli hill road,
Worli Mumbai-400018

PERSONAL DETAILS:-

- Date of Birth: - 18/03/1991
- Mobile No : 9967597029
- Email Id : jayeshmane3@gmail.com
- Language Known: English, Hindi & Marathi.
- Marital Status: Single.
- Hobbies : Playing & watching cricket, Listening Music and Watching Action Movies.

Career Objective:

Able to take own initiative and as a part of team. Flexible and committed individual with quick adaptability in changing environments. Interpersonal and convincing skills.

Strength:

- Have the ideal temperament to work in a team.
- Confident about my skills and my ability to attain goals set by the company.

Educational Qualification:

SSC Kolhapur Board Mar-07 49.69%
HSC (Arts) Maharashtra Board Feb-09 54.83%
Graduation (BA) Mumbai Board Mar-11 53.50%

Additional Qualification:

- Ms-CIT
- Advance excel
Tally (ERP 9)

WORK EXPERIENCE:

1. Working with Axis Securities Ltd (Subsidiary company of Axis Bank Ltd) as a CPA since 4th February 2015 to Till Date.

DESIGNATION : SENIOR EXECUTIVE
PRODUCT : Home Loan – Operations Department
DURATION : 4th February 2015 to Till Date.

JOB DESCRIPTION (Home Loan):

- As soon as dockets and files are logged by sales team for disbursement make an entry in disbursement MIS
- Maintaining Daily Login and Disbursement MIS.
- Checking Pre Sanction Docs -KYC documents, Income documents , Bank statement were Properly kept in file .
- Generating Finnone CAS Data Entry. • Raise the Queries of the Files.

- Check the Property CIBIL and Cersai, RCU.
- Checking Property documents as per Legal Report.
- Checking Property Valuations As per Technical Report.
- Checking LTV, Calculating OCR ,Extra Funding , eligibility of customer for disbursement.
- Co-ordinating with Coordinator and sales Team about the Docket queries, Legal & technical queries.
- Maintaining BT – PDD & OTC MIS.
- Verifying the original documents with respect to norms, preparing disbursal memo & Uploaded into The System, forwarding to credit manager for disbursal sign off.
- Handling Subsequent & PDD Activities, Closely Monitoring Of PDD Documents & Publishing the Mis on Regular Intervals.
- Maintenance of Various Types of MIS – Daily Disbursement MIS, OTC –MIS, PDDMIS, MOE Franking –MIS.
- Raising Service request for closure Loan of Internal BT and Internal Seller BT cases EMI and Tenor reduction for Staff Cases.
- Updating Docket status in Shikhar Tool on Real time bases. And Generating Rework report and disbursement MIS from Shikhar tool.
- Creating Moe
- Dispatching home loan files and Dockets for storage through Trace system.

AUTO LOAN / PERSONAL LOAN:

- Handling Operational Activities of Retail Product Such as Personal Loans, Auto loans.
- Taking Franking Approval and Keeping the Records of Frank agreements & reconciliation
- Updating the Pdd Documents like Rc copy, Insurance Copy, and invoices in Excel as well as utility software
- Presentation of Emi Cheques for clearance
- Doing Disbursement data entry in the software and Disbursing the Files
- Reconciliation Work as day to day activity

2. Worked with I-Process (Subsidiary company of ICICI Bank Ltd) as a CPA since 24th September 2013 to 01th April 2014.

DESIGNATION : CPA Credit

PRODUCT : Auto Loan

DURATION : Worked from 29th April 2013 to 14th September 2013.

JOB DESCRIPTION:

- Handling credit actives of the retail product such as Two Wheeler loans, Auto Loan.
- Checking the Documents of Customer Like KYC Documents, Invoice, Insurance, Dealer Receipt, Income Documents Like Income Tax (ITR Paper), Form 16, Salary Slip, Bank Statement, Etc.
- Handling & Preparing Product wise Database & MIS as Daily Activities.
- Issuing Delivery Order and Reliving Order after Disbursements of files.
- Handling Queries regarding Disbursements & Payments.
- Keeping Dispatch Details of files which get disbursed on Daily Basis.

Declaration:

I hereby declare that the above furnished information is true and fair to the best of my knowledge and belief.

Date: -

Place: - **Mumbai**

(Jayesh Raghunath Mane)