

Radha. D

Credit relationship manager at HDBFS

Chennai, Tamil Nadu

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9884663104

Highly motivated, creative with excellent communication and public relation skills, a fast learner and a good team player seeking a challenging position in a highly competitive organization that will utilize the skills acquired during my course for your esteem concern. Giving maximum output and become a valuable asset to the organization

Willing to relocate to: Chennai, Tamil Nadu - Vellore, Tamil Nadu - Chennai, Tamil Nadu

Work Experience

Credit Relationship Manager

HDB Financial Services - Vellore, Tamil Nadu

Present

Team Leader

ICICI Bank Ltd - Chennai, Tamil Nadu

December 2011 to March 2015

Responsibilities

Checking of logged in pre Approval documents as KYC Norms & verify the Dedupe and Trigger the FCU & CPU.

- ❖ After FCU & CPU pre Approval documents conveying the customer ID and handover to credit officer or credit Executive
- ❖ After getting Approval collecting the PDC & Agreement from customer
- ❖ Documentation Execution and document scanned the Omni Flow Software
- ❖ Preparing the \$ type of MIS, Monthly MIS Secured MIS, Unsecured MIS)

Skills Used

English and tamil reading and writing

Team leader

Name - Chennai, Tamil Nadu

2008 to 2012

Job Responsibilities

- ❖ Checking of logged in pre Approval documents as KYC Norms & verify the Dedupe and Trigger the FCU & CPU.
- ❖ After FCU & CPU pre Approval documents conveying the customer ID and handover to credit officer or credit Executive
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- ❖ Documentation Execution and document scanned the Omni Flow Software
- ❖ Preparing the \$ type of MIS, Monthly MIS Secured MIS, Unsecured MIS)

Senior Credit Executive

Name - Chennai, Tamil Nadu

2006 to 2008

Job Responsibilities

- Logging the sourced file
- Identifying Defaulters
- Preparing CAM for Approval
- Ensuring Policy at any level
- Coordinating & supporting Executives
- Preparing MIS for Sales review
- Approving authorization for S&S files
- Disbursing the files

Manager

Name - Chennai, Tamil Nadu

2013

Education

B.sc in Maths

S.I.V.E.T College

March 2003 to 2005

H.S.C in Christ King

Higher secondary School

March 2001 to 2002

S.S.L.C in Christ King

Girls Higher secondary School

March 1999 to 2000

Master's in Mba

Madras university - Chennai, Tamil Nadu

Skills / IT Skills

- Ms Office (9 years)

Additional Information

- Able to work with a team
- Working for results with dedication and determination
- Ability to update knowledge
- Punctual and Extrovert

TECHNICAL QUALIFICATION:

- Ms Word, Ms Excel