

RESUME

H.No.35-4-467,
Gopalpur.Hanmakonda
WARANGAL (Dist.)

A.Rajeshwar Rao

Email: annamneni.magma@gmail.com
Mobile: 9948986008

Career Objective:

To serve an organization with my skills, qualifications, deep commitment and determination and to grow my self while making the organization to grow.

Personality overview:

Willingness to learn, capability of working independently, or in a team, ability to work hard. To associate myself with a reputed organization, where there is potential for growth and utilize my skills effectively.

Academic Profile:

- **B. Com (General)** from Dr.M.R.Reddy Degree College, Kakatiya University during 2001-2004.
- **Inter (C.E.C)** from Board of Intermediate Education, Andhra Pradesh during 1997-1999.
- **S.S.C** from Board of Secondary Education, Andhra Pradesh during March-97.

Technical Skills:

Packages : MS-Office, PGDCA, ORACLE
Operating Systems : MS Dos, Windows

Work Experience:

- Working as Sr.Executive in Branch Operations Manager at Poonawalla Fincorp Ltd at Warangal since Dec-2004.

Work Profile:

- I am handling branch related to Housing Loans, ABF (Tractor, Car, CV and CE) & SME (Small Medium Enterprises) payments of Warangal location. All the Disbursements will be cleared within the TAT.
- Checking the file from top to bottom, if any required document not available in the file will be intimate to respective RM/SM/Credit Manager.
- Every month will disburse nearly 10 to 12 housing payments & 13 to 15 SME Disbursements through LOS & ORACLE.
- After completing the disbursement file will be sent to HO within TAT.

- Maintaining Housing loans related original docs will be sent to Bangalore within the TAT & the MIS.
- Proper approvals will be taken from the higher authority in regards any deviations at the time of disbursement.
- Handling Branch Operations, Accounts & customer service.

Strengths:

- Motivation towards the work and Ability to lead and work in a team.
- Self-starter who can work independently and handle multiple priorities and deadlines.
- Quick learner who can rapidly master all aspects of job with limited training.
- Strong dedication to work and Sense Of responsibility.

Personal Profile:

Name	:	A. Rajeshwar Rao
Father's Name	:	Linga Rao
Date of Birth	:	03-02-1982
Nationality	:	Indian
Gender	:	Male
Marital status	:	Married
Languages known	:	Telugu, English and Hindi.
Hobbies	:	Internet Browsing, Playing Chess and Cricket.
Permanent address	:	H.NO.1-93, Rangapur, Mo. Mogullapally, Warangal (Dist.), Telangana-506164. M: 9948986008

Declaration:

I here by declare that the information given above is complete and true to the best of My knowledge.

Place: Warangal

(A. Rajeshwar Rao)

Date: