

RESUME

LAVANYA V S

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CAREER OBJECTIVES:

To secure a role of a banker in a dynamic organization that provides me with a challenging work environment to work in a progressive & stimulating business environment that could leverage my technical & analytical skills and sharpen financial acumen to contribute, innovate, and manage change & challenges to faster the growth of the organisation & self.

EDUCATIONAL QUALIFICATION:

COURSE	Board/University	Year
BBA	Bangalore University	2018
PUC	Karnataka PU Board	2015
SSLC	Karnataka Secondary Education Examination Board	2013

TECHNICAL QUALIFICATIONS:

- Packages: M S Office, Excel.
- Basic Knowledge of Computer & Internet.

PERSONAL SKILLS:

- Comprehensive problem-solving abilities.
- Ability to get through the situation wisely.
- Attitude to learn and interested to lead group.
- Ability to organize the events.

PROFESSIONAL EXPERIENCE:

Organization : DHFL Sales and Services Ltd. (DHFL)

Designation : Sales Coordinator

Work Tenure : Since 01-Oct-2018 to 16-OCT-2021

JOB DESCRIPTION at DHFL Sales and Services Ltd. (DHFL)

- Preparing Sales MIS for Karnataka & Kerala Zone.
- Coordinating Across Locations & Cascading Daily Reports to Area & Regional Managers.
- Reporting Daily MIS to Entire Sales & Credit Team of Karnataka & Kerala Zone.
- Handling MIS Data for Karnataka & Kerala Zone Portfolio.
- Maintaining & Scrutinizing Daily Sales Report of Team.
- Coordinating with the Operations Team End to End Cases.
- Creating BRSC (Lead ID's) for File Login.
- Verifying all login & Disbursement documents, before it goes to Credit team.
- Interacting with customer after approval of loan for post sanction document, like cheques some general documents/loan agreements and cross checking it.

CURRENT EMPLOYMENT

Organization : POONAWALLA FINCORP LIMITED

Designation : BOM for Business Loan

Work Tenure : Since 21-Oct-2018 to Present

JOB DESCRIPTION at POONAWALLA FINCORP LTD (PFL)

- Cross checking the updated customer details once case moved to operations with customer KYC & company GST (if any corrections co-ordinating with Credit)
- If all clear initiating online Nach activation link and sanction letter agreement to customer
- Once all process done collecting cheques, Nach other documents and process for disbursement in finone
- Clearing sanction condition of case and initiating for disbursement.
- Entering the Insurance and banking details in system & cross checking the details in system
- Supporting ABF & Auto Lease files product for disbursing the file.
- Checking the Repayments (ECS, NACH, SPDC) and dispatch to HO.
- Tracking the status of Repayment which sent to HO
- Maintain and preparing MIS of MNACH Activation and Disbursed cases data as daily Tracker for ROM.
- In Month End Supporting for LAP cases Disbursement.

PERSONAL PROFILE:

Date of Birth : 23-08-1997
Sex : Female
Father Name : Shivashankar P V
Mother Name : Kasturi G
Nationality : Indian
Marital Status : Single
Languages Known : English, Telugu, Tamil, Kannada and Hindi (Manageable)
Present Address : No. 5/3, 3rd Cross, R.K.Mutt Layout,
K.G.Nagar, Bangalore – 560018.

DECLARATION

I hereby affirm that the above-mentioned information is true up to my best knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

Place: Bangalore

(LAVANYA V S)