

RESUME

MR. Tarde Abhimanu Changdev
Address- Thite Nagar Kharadi Pune 411014

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Title:

B.C.S with 3 year 5 month experience in retail assets operation & disbursement, Seeking Junior executive in Banking Operations with an organization of high repute, preferably in finance sector.

Objective:

To thrive in an atmosphere of challenge and opportunities with committed & dedicated people. Qualified to play an integral role in the field of Banking and Finance where talents and experience will contribute to the use of technology in achieving company goals, while aiming onwards higher growth and better prospects via hard work and disciplinary jobs with positive viewpoints.

Key Skill Summary

- Currently designated as Centralized Operations Executive (Maker and Author) with Poonawalla FincorpLtd..
- Excellent interpersonal, communication and organizational skills.
- A quick learner, patient listener and multi Tasker with ability to handled pressure.

Professional Experience

1) Axis Bank Ltd.

The Working with **Axis Bank Ltd** – As Junior executive (Maker) Associated with **Axis Bank Ltd** In Retail Assets Operations.

Unit Pune Axis Bank Ltd From 15 Nov 2018 To 31 March 2020

Work Experience- Retails Asset Operation

- Processing various loans like Personal loan, Auto Loan, Home Loan
- Responsible to verify and scrutiny of KYC docs, agreement and proposals before disbursing the proposals.
- Log-in Disbursement File Maintain MIS and raised Query's for Sales Team.
- Responsible for checked KYC docs, agreement and proposals before sanctioning in the system
- Personal loan, Auto Loan, Home Loan Dispatch file and updating proper MIS
- Update home loan CKYC (**Central Know Your Customer**)
- Maintain the Personal loan and Home loan DD report MIS

2) Poonawalla Finances Pvt Ltd

The Working with **Poonawalla Finances Pvt Ltd** – As Operations Executive (Maker) Associated with **Poonawalla Finances Pvt Ltd** In Retail Assets Operations.

Unit Pune Poonawalla Finances Pvt Ltd From 04 May 2020 To 9 Jun 2021

- Processing various loans like **Personal loan, Business Loan, Profesional Loan**
- Responsible to verify and scrutiny of KYC docs, agreement and proposals before disbursing the proposals.
- Log-in Disbursement File Maintain MIS and raised Query's for Sales Team.
- Responsible for checked KYC docs, agreement and proposals before disbursement in the system
- Handling NACH activation process – e-NACH and Physical NACH
- Responsibility to sending e-agreement and e-NACH link to customer.
- Update CKYC (Central Know Your Customer)

3) Poonawalla Fincorp Pvt Ltd

Currently Working with **Poonawalla Fincorp Pvt Ltd** – As Centralized Operations Executive (Maker and Author) Associated with **Poonawalla Fincorp Pvt Ltd** In Retail Assets Operations.

Unit Pune Poonawalla Fincorp Pvt Ltd From 09 Jun 2021 To till date

Processing various loans like Used car loan, Personal **loan, Business Loan, Profesional Loan**
Responsible to verify and scrutiny of KYC docs, agreement and proposals before disbursing the proposals.
Log-in Disbursement File Maintain MIS and raised Query's for Sales Team.
Responsible for checked KYC docs, agreement and proposals before disbursement in the system
Handling NACH activation process – e-NACH and Physical NACH
Responsibility to sending e-agreement and e-NACH link to customer.
Update CKYC (Central Know Your Customer)

Processing Author like Personal loan, Business Loan, Profesional Loan

Core Competencies

- Positive work attitude, self-motivation to work independently
- Good communication and interpersonal skill
- Ability to handle a multiple task.
- Ability to build and maintain effective working relationship with customers and vendors.

Academics

- Completed Bachelor of Science special subject Computer science with First class grade in the year 2018 from Savitribai Phule Pune University.
- Completed HSC with second class grade from Maharashtra board in the year 2012
- Completed SSC with first class with distinction grade from Maharashtra board in the year 2010

Additional Skills & Extracurricular

- Excellently working on MS-office, Excel
- Expertise in handling LMS, Finnone ,Pynimo, Signdesk,
- Expertise in handling Finnone and lead square

Personal Details

Name - Tarde Abhimanu Changdev

Father's Name - Tarde Changdev Asaram

Date of Birth - 28 Jun 1994

Marital Status - Married

Languages Know - English, Hindi and Marathi.

Date:- / / 2020

(Mr.Abhimanu Tarde)