

# SANTOSH MANIKRAO BILGOJI

Date of Birth: 21<sup>st</sup> May 1977

Gender: Male

Nationality: Indian

Email: sbilgoji@yahoo.in

Address: S No 2/6, Kareshwar Hsg. Soc.,

Adarsh Nagar, Dhankawadi

Pune - 411043

**Mob: 9881433872**

## OBJECTIVE

In this increasingly knowledge intensive world, would like to demonstrate commitment to the ethical standards of the profession, continuous improvement of competency and looking forward to playing an integral role in an organization where my abilities and resourcefulness will contribute towards accomplishment of the organization.

## EDUCATION

- B.A - from Pune University (1999)
- HSC from Maharashtra Board (1994).
- SSC from Maharashtra Board (1992).

## EXPERIENCE SUMMARY

### Organization: Poonawalla Fincorp Ltd. PUNE

Designation: **Senior Operation Executive -Finance Dept.**

Duration: From 1<sup>st</sup> February 2022 to till date

Key Areas of Responsibilities includes

#### **Responsibilities: -**

- All Operational work in POC (Pre-Owned Car) & LAP (Loan Against Property)
- File checking as per policy and disbursed in Finn one system
- Disbursement, Audit Resolution, PDD Updation in system
- Achieving all work in TAT
- Using ORACLE, POC, CRM, FINNONE system
- All Accounts activity role as Cashier.
- Branch Customer Service and Administration activity.

---

### Organization: Magma Fincorp Ltd. PUNE

Designation: **Senior Operation Executive-Finance Dept.**

Duration: From 1<sup>st</sup> August 2016 to 31/03/2021

### Organization: MF Process & Solutions Pvt. Ltd. PUNE

Designation: **Senior Operation Executive-Finance Dept.**

Duration: From 19<sup>th</sup> September 2014 to 31<sup>st</sup> July 2016

Key Areas of Responsibilities includes

**Responsibilities: -**

- All Operational & Credit check in ABF i.e., CAR, CE, CV, Tractor (Old & New)
  - File checking as per Credit Policy and Punching in Oracle system
  - Disbursement & Audit Resolution
  - Updation of PDD in system
  - Participated in Helpline project for Maharashtra region
  - Achieving all work in TAT
  - Achieving targets in Customer Service and cross sell
  - Using Oracle and M-POS, M-POC, CRM system
  - Monthly MIS preparation
  - All Accounts activity and disbursement of SME (Business Loan) product
- 

**Organization: DSK MOTORS LTD.BAVDHAN PUNE**

Designation: **Senior Finance Officer - Finance Dept.**

Duration: From December 2013 to June 2014

Key Areas of Responsibilities includes

**Responsibilities: -**

- Handle showroom customers.
  - Visit customers for close the case.
  - Judging profile of customer and put the case in suitable finance company.
  - Follow up for documents to customer, disbursement of financers.
  - Maintain showroom finance ratio and maximum efforts to close cases.
- 

**Organization: PANDIT AUTOMOTIVE PVT LTD**

Designation: **Finance Back Office Team Leader**

Duration: From February 2007 to Oct.2013

Key Areas of Responsibilities includes

**Account Department Responsibilities:**

- Prepare & Maintain MIS of Retail of PCD & CVD with Payment status on daily basis.

**Dealer DSA (BHPC) Responsibilities**

- File Check as per TMFL Policy
  - RO Process and having RO authority under Dealer Driven Business.
  - Payment Request to Tata Motors Finance (On Account Process).
  - File Booking.
  - Pending Payment Follow up to Tata Motors Finance.
  - Data Entry of File & Payment details in Dealer Account System. (ROI)
-

- Data Entry of Client in UNIX System.
  - Prepare & Maintain Daily MIS.
  - Operating Dealer system ROI , Unix
  - Operating TMFL system SAP, Siebel, TMF Universe, RSPM
  - Handling & Monitoring Collection Team of Pune Branch □ Team Leader
- 

Organization: **BAFNA AUTOMOTIVE PVT LTD**

Designation: **Sales & Finance Back Office Executive**

Duration: March 2005 to January 2007.

### **Sales Responsibilities**

- Handling Bus Department when newly launched (Apr 2005)

### **Dealer DSA (BHPC) Responsibilities:**

- Finance Marketing.
- File & CAM Preparation.
- File Booking.
- Collection Follow up.

## COMPUTER SKILLS

**Operating System** : Windows

**Other Software□s** : MS Office.

## PERSONAL INFORMATION

### **Hobbies:**

- Playing Cricket.
- Traveling and Making New friends.

**Languages Known:** Marathi, Hindi, and English.

**(Mr. SANTOSH M BILGOJI)**