

RESUME

PRADEEP PRAKASH MORE

Address:

Nakshatra CHS,
Flat no. 201, 2nd floor,
Sector 20, plot no, 2 & 3,
Navi Mumbai,
Kamothe 410209.
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CAREER OBJECTIVE

Want to be in a challenging and rewarding position, where my technical skill, experience and positive attitude can be constructively utilized...

OVERVIEW

- Commitment and reliability.
- Willingness to go “Extra Miles.
- Proven approach

KEY SKILLS

- Excellent observational, analytical and error detection abilities
- Ability to communicate and coordinate with team heads, juniors and associates
- Highly skillful at multitasking and undertaking responsibilities
- Preparation of report on daily, monthly basis
- Report the irregularities observed

CAREER CONTOUR

Poonawalla Fincorp Ltd. April 2019 to till date,
As Regnal Operation Manage from April 2022. April 2019 to Mar 2022 Assistant Manager TL

Responsibilities:

- Handling team with Ops and Account activity in Maharashtra, responsible for all activity Cash counter, POC, LAP, Auto loan & BIL.
- Take care of smooth flow disbursement all products daily basis.
- Monitor the MIS dispatch files, legal folder, repayment Kit on daily basis.
- Monitor audit query and timely resolution to all auditors.
- Monitoring daily cash deposited in branches to avoid the cash manipulation.
- Publish MIS on daily basis for west zone and follow for the same.
- Monitoring branch level activity, escalation related to customer, cash counter management, branch login files and process the same.
- Co-coordinating with sale team and Auditor.
- Visiting to branch for surprise audit at branch level activity monitoring.
- Follow TAT and process related activity.

Aspire Home finance LTD. Jan 2015 to April 2019.

Sr. Execute

Responsibilities:

- Checking files at disbursement stage with all KYC and original property papers.
- Co-ordinate with auditor solving queries, compliance.
- Responsible for all customer service issues.
- Checking closer document, PDD document.
- Tracking MIS of files.
- Handling Record Management Unit of Pan India level.
- Co-ordinate with Branches.
- Handling third party staff.
- Handling customer escalation / MIS reports.

Standard Chartered Bank. Oct 2012 to Nov 2014.

Operation Officer

Responsibilities:

- Doing reconciliation on daily basis (All suspense account) all Home Loan, Personal Loan and all field collection.
- Personal loan disbursement at LPU stage with all required document as per process.
- Doing Refund process of Home Loan.
- Home Loan disbursement at LPU stage with all required document as per process.
- Doing Uncashed Pay orders details.
- Doing MIS Daily basis.
- Dispatched the letter to customer or pay order

NMAH & Associate. May 2012 to Sep 2012

Audit Assistant

Responsibilities:

- Auditing Letter of credit, bill guaranty, bill of exchange and export import document

M. P. CHITALE & CO., January 2011 to April 2012

Audit Assistant

Responsibilities:

- Checking Verifying DP (Dmat) account opening form with all KYC document. (Individual & non-Individual)
- Verifying modification and Keeping proper record.
- Verifying Dis requisition coordinating with depository participant relating queries.

- Verifying and keeping record of execution.
- Physically Verification of Stock & Stationary of the Banks.
- Checking Account opening forms & KYC norms.
- See rectification of reported points.
- Couplet audit of Trade & Finance department of kotak Mahindra Bank.
- Verifying the Loan With all Documents.
- Verifying the Inland Letter of Credit.
- Verifying the Bill Discounting With Invoice.
- Checking certification of Mutual Funds.
- Checking of Bank Guarantee.

SCHOLASTICS

- | | | |
|--------|--------------|----------------------|
| ▪ 2010 | Second Class | BACHELOR OF COMMERCE |
| ▪ 2006 | Second Class | H.S.C. |
| ▪ 2005 | First Class | S.S. C. |

PROFESSIONAL ENHANCEMENT

- Government Diploma in Co-Operative Audits (G.D.C.and A.)

IT SKILLS

- Working in **Finacle, DPM & BOSS Software** of Banks.
- **MS-Office 2007** (word, internet, Excel)
- **Tally.ERP 9** (T-FAP From Yesh Computer Institute)
- **Working in finone business application.**

PERSONAL VITAE

Date of Birth : **June 07, 1987**
Sex : Male
Marital Status : Married
Nationality : Indian
Languages Known : English, Hindi and Marathi
Permanent Address : Nakshatra CSH, Sec 20, Plot no.2&3,
 Near Matoshri Hospital, Kamothe,
 Navi Mumbai 410209.

DECLARATION:

I undersigned, declare that the above information is true as the best of my knowledge.

PRADEEP PRAKASH MORE

Date :