

CURRICULUM VITAE

Pankaj Awasthi

S/o Sh. Kishori Lal Awasthi
Add:-# House No 837 Sec 16 Karnal
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Married / D.O.B- 05th Dec. 1974

Carrier Objective

To grow and excel in an organization wherein I can utilize my skills and abilities in organization for both personal and professional grooming.

Current Job Profile

Poonawalla Fincorp Ltd . (May '2008 to Till date)

Working as Regional Operation Manager at Karnal, Haryana

Job Responsibilities:

- ⤴ Looking File Punching of POC , Business Loan & LAP
- ⤴ Checking of credit approval as per policy and provide pendency of files. (like LTV, deviations, Track, cibil, experian and internal)
- ⤴ Resolution provided to IAD team for clear the audit cases.
- ⤴ Looking Tracking of files T+1.
- ⤴ Arrange approvals for deviations and discrepancy.
- ⤴ Adhering to all the process and compliance of operation and accounts vertical as per the company requirement.
- ⤴ Provide MLS docs and policies to customers.
- ⤴ Maintain Booking MIS and send to ZOM
- ⤴ Maintain PDD data and send to HO with Archival sheet.
- ⤴ Looking cash collection and banking activities of all branches of Haryana Region.
- ⤴ Policy training to Accounts, Operation
- ⤴ Provide Insurance policy to customers and team members.
- ⤴ Conducting quarterly surprise audit, accounting and reconciliation activities for Haryana branches.
- ⤴ Proper implementation of guidelines for safe keeping of cash, MR Process Note and Petty cash policy.
- ⤴ Preparing MR Cancellation report and SDS Handover Report.
- ⤴ Verify Manual MR Books in oracle with MR Deviation Report.
- ⤴ Also approve through system for destroy MR of Table and filed collection.
- ⤴ Provide training to accts and ops team time to time for implement of new processes.

GE Money . (3rd Oct'2001 to 17th May'2008)

Worked as Team Leader (Operation) at COPS

Job Responsibilities:

- ⤴ Looking File Punching of car, TW , PL, HL
- ⤴ Checking of credit approval as per policy and provide pendency of files. (like LTV, deviations, Track, cibil, experian and internal)
- ⤴ Provide TA Ledger to sales dealer and product wise.
- ⤴ Looking for release Trade Advance to dealer after reconciliation of RC and Invoice pendency.
- ⤴ Provide payout out details dealer/ddsa wise.
- ⤴ Maintain PDD data and send to Chennai COPS with Archival sheet.
- ⤴ Activation of Dealer and DDSA/NDSA code.
- ⤴ Reconciliation of duplicate RC, Engine and Chassis No and Invoices cases.
- ⤴ Remove validation of cases as per process.
- ⤴ Requisition sends to HO for case cancellation and Insurance.
- ⤴ Policy training to Accounts, Operation and Field (Recovery & FI) Team.
- ⤴ Provide Insurance policy to customers and team members.
- ⤴ Cheques handover to DSA and DDSA after receiving the Invoice.
- ⤴ Provide training to operation team time to time for implementation of new processes.

Earlier Job Profile

Nash Soft System Pvt Ltd . (Dec'1999 to July 2001),

Worked as Sales Executive in Chandigarh

Job Responsibilities:-

- ⤴ Installing anti virus software.
- ⤴ Resolve the company antivirus issue.

ACADEMIC BACKGROUND:-

- * Graduate from Himachal Pradeshh University Shimla
- * Advance Diploama in Software Technology from NIIT Chandigarh
- * Computers Basics: MS Office, DOS, Foxpro, Sysbase , , C++

LANGUAGE KNOWN:-

- * Hindi & English

STRENGTHS:-

- * Self confident.
- * Ready to accept challenges.
- * Dedication and Strong will power

Date:

Place: Karnal

(Pankaj Awasthi)