

# ABDUL MABOOD

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## BANKING PROFESSIONAL

*Seeking challenging assignments in a highly competitive environment with an organization of repute across the industry*

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### PROFILE

- Competent and diligent professional **with around 8 years of experience in Operations** (Banking and Finance).
  - Knowledge of **General Banking Operations and Verification of Documents**.
  - Communication, prioritization, problem solving and leadership skills. Demonstrated ability in developing and ensuring customer satisfaction by maintaining excellent Turn around Time (TAT) for delivery & service quality norms.
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### PROFESSIONAL EXPERIENCE

#### POONAWALLA FINCORP LIMITED (Formerly Known as Magma Fincorp Ltd)

##### **1. Designation : SENIOR EXECUTIVE (OPERATION & ACCOUNTS DEPT)**

**Duration : 23<sup>rd</sup> March 2017 Till Present**

- Scrutiny of Auto Loan files with KYC documents verification.
- Generating Party Code and Proposal number in the ORACLE & FinnOne.
- Updating dealer's payment in the ORACLE.
- Cross Selling and Customer handling.
- Updating of PDD.
- Audit of Branch Asset on monthly basis.
- Maintaining of DCR & timely dispatch of Fund Flow Statement & Petty Cash Statement to HO.
- Safe Custody of cash / Cheque, performing banking operations and ensuring timely remittances to HO.
- Control over Money Receipts Inventory, proper utilization of MRs issued and complied with MR guidelines.
- Proper Accounting and safe custody of Petty Cash & timely forwarding the details expenses to HO with approvals.

#### SHRIRAM CITY UNION FINANCE LTD

##### **1. Designation : Junior EXECUTIVE (CREDIT Team)**

**Duration : 25 Months (17<sup>th</sup> Feb 2015 to 18<sup>th</sup> March 2017)**

- Scrutiny of Auto Loan and TW-Refinance file with KYC documents verification.
- Preparing CAM sheet for Auto Loan and TW-Refinance.
- Generating Folio number and Proposal number in the UNO.
- Updating dealer's payment in the UNO.
- Updating Insurance, Bank Details and Asset details in the UNO.

#### ICICI BANK LIMITED

##### **1. Designation : Junior Officer (SAP Control Team)**

**Duration : 19 Months (July 2011 to Jan 2013)**

- Responsible for checking of physical documents of SAP entries with actual SAP entries and checking the balance confirmation files.
- Involved in movement and last transaction analysis in finacle , finnone and SAP System.
- Maintaining timely MIS and database for strategic review.

##### **2. Designation : Junior Officer (Debt Service Operations Group)**

**Duration : 9 Months (Oct 2010 to Jun 2011)**

- Accountable for preparing status file and checking parameters of auto debit cases.
- Handling Branch queries and maintaining healthy business relations with customer, enhancing customer satisfaction
- Maintaining timely MIS & database for strategic review.

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## **AWARDS & ACHIEVEMENTS**

- Promoted as Senior Executive(Operation & Accounts) in April 2018.
  - Received an Appreciation Award for outstanding performance in August 2018.
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## **PROFESSIONAL QUALIFICATION**

### **M.B.A., 2009**

DB Jain IBMR, Chennai

## **CERTIFICATION COURSES**

### **Post Graduate Diploma in Banking & Financial Services, 2010**

IFBI, New Delhi

### **Diploma in Information Technology, 2005**

NIIT, Gorakhpur

## **EDUCATIONAL QUALIFICATIONS**

### **B.Com, 2006**

Islamia College of Commerce, Gorakhpur

### **Intermediate, 2003**

Springer Public School, Gorakhpur

### **Matriculation, 2001**

Springer Public School, Gorakhpur

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## **STRENGTH**

- Flexibility and Adaptability
  - Quick Learner
  - Punctuality
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## **PERSONAL DETAILS**

- **Date of Birth** : 6<sup>th</sup> June 1985
- **Father's Name** : Mr. Abdul Hameed Ansari(Late)
- **Mother's Name** : Arjumand Sultana
- **Passport Details** : H7438789 (Valid till Oct 22, 2019)
- **Hobbies** : Travelling, Listening to Music and Playing Cricket
- **Permanent Address** : Sufi Compound  
Behind Tiwaripur Police Station  
Tiwaripur  
Gorakhpur(U.P.) – 273001  
India

Date:

Place:

Signature