

CURRICULUM VITAE

AKASH ASHOK PAWAR

S No. 10/2, Flat No. B-303,
Anjana Realty, Mhangdewadi
Katraj, Pune, Maharashtra.
Mob No: 9762362892.
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Objectives:

Seeking a challenge position in a professional work environment where I can apply my academic background, creativity and skills in order to serve the goals of the organization specially in the field Accounts & Finance

PERSONAL DETAILS :

Date of birth: 6th JAN, 1993

Permanent Address: At-Post- Udtare, Tal- Wai, Dist- Satara- 415513

Languages Known: English, Hindi, and Marathi.

Personal Interests: Playing Cricket, chess, football & reading books

EXPERIENCE SUMMARY :

POONAWALLA FINCORP LTD

(BL, LTP, PL,HL & Used Car Financial Provider Company)

Designation: Assistant Manager - Operations

Duration: 10th Jun 2021 to Till Date

Job Profile:

- Having complete Knowledge of Loan process from login to Disbursement.
- Screening the Sanction Files through Hard Copy as well as Soft Copy.
- Checking all docs, approval, KYC's & Post Sanction Documents.
- Finding Queries in file according to the policy.
- Solving all Queries in help of Sales & credit Team.
- Coordinate with customer for complete E-Agreement & E-NACH.
- Preparing disbursal memo in system and authorization. (Finnone CAS)
- Handled Customer service requests on daily basis.
- Currently handling RBI Compliance activity. (CKYC, CERSAI, NESL & CIBIL Reporting)
- Handled DSA Agreement activities.
- Solving audit Queries.
- Maintaining Daily & monthly MIS as per process.
- Make repayment entries such as PDC, SPDC & Mandate details in Finnone (LMS).
- Maintaining TAT.

Previous Professional Experience :

POONAWALLA FINANCE PVT LTD

(BL, LTP & PL Financial Provider Company)

Designation: Sr. Operations Executive

Duration: 1st Apr 2019 to 10th Jun 2021.

Job Profile:

- Having complete Knowledge of Loan process from login to Disbursement.
- Screening the Sanction Files through Hard Copy as well as Soft Copy.
- Checking all docs, approval, KYC's & Post Sanction Documents.
- Finding Queries in file according to the policy.
- Solving all Queries in help of Sales & credit Team.
- Coordinate with customer for complete E-Agreement & E-NACH.
- Preparing disbursal memo in system and send for final authorization. (Finnone CAS)
- Handled Customer service requests on daily basis.
- Handled DSA Agreement activities.
- Solving audit Queries.
- Maintaining Daily & monthly MIS as per process.
- Make repayment entries such as PDC, SPDC & Mandate details in Finnone (LMS).
- Dispatch the files to Storage.
- Maintaining TAT.

TAB CAPITAL LTD, PUNE

(BL, PL & TW Financial Provider Company)

Designation: Operations Officer

Duration: 22nd Feb 2018 to 31st Mar 2019.

Job Profile:

- Handling pre approval activities such as Login, CAM, Disbursement processing.
- Appraisal & recommendation of deal to concern authority
- Interact with Sales Manager / Credit Team / FI / Operation Team to resolve problems in the work processes.
- Coordinate with customer to understand his profile & needs.
- Having complete Knowledge of Loan process from login to Disbursement.
- Preparing disbursal memo in system and send for final authorization. (Finnone CAS)
- Make repayment entries such as PDC, SPDC & Mandate details in Finnone (LMS).
- To prepare MIS sheet such as Login and Disbursement on daily basis.
- To prepare MIS as per branch disbursement. Maintain record of MTD and YTD Disbursement Update every file status in system and coordinate with the executive.

TATA CAPITAL FINANCIAL SERVICES LTD, PUNE

(Auto Loan, PL & BL Financial Provider Company)

Designation: Operation Executive

Duration: 06th Jun 2017 to 21th Feb 2018

Job Profile:

- Screening the Files through Hard Copy as well as Soft Copy.
- Checking all docs, approval, KYC's & Post Sanction Documents
- Finding Queries in file according to the policy
- Solving all Queries in help of Sales & credit Team
- Scanning all docs
- Preparing disbursal memo in system and send for final authorization.
- Solving audit Queries
- Maintaining Daily & monthly MIS as per process
- Make repayment entries such as PDC, SPDC & Mandate details in SAP, BANCS and Finnone (LMS)
- Dispatch the files to HUB.
- Maintaining TAT.

ICICI BANK LTD, Pune.

(Auto Loan, PL & CV/CE Financial Provider Company)

Designation: Credit Process Associate Manager

Duration: 10th Aug 2015 to 03rd Jun 2017.

Job Profile:

- Preparing all login of files under Auto loan department in entire All pune District.
- Appraisal & recommendation of deal to concern authority.
- Scrutinizing the documents provided by customers for ensuring compliance to rules & regulations.
- Maintaining TAT (Turn Around Time)in each stage of loan process with help of FTS (File Tracking System)
- Handling pre approval activities such as Login, CAM, Disbursement processing.
- Interact with Sales Manager / DSA / Credit Team / FI / Operation Team / RCU agency to resolve problems in the work processes.
- Maintaining Daily & monthly MIS as per process.
- Co-ordinate with customer to understand his profile & needs.
- Convening DSA & DST meet and training them with relevant details regarding policy issues and clarifying doubts.
- Having complete Knowledge of Loan process from login to Disbursement.
- To prepare MIS sheet such as Login and Disbursement on daily basis.
- To prepare cluster MIS as per branch disbursement. Maintain record of MTD and YTD Disbursement Update every file status in system and coordinate with the executive.
- Having complete Knowledge of Loan process from login to Disbursement.
- To prepare channel MIS on daily basis and draft to every DSA.
- To prepare OPS file sheet and send to operation for final disbursement.

ACADEMIC QUALIFICATION

- Bachelor's in commerce in Higher second class from Shivaji University in 2014
- Passed H.S.C. from Kolhapur Board in March 2011
- Passed S.S.C. from Kolhapur Board in March 2008

COMPUTER ADDITIONAL QUALIFICATION

- Certificate in Tally ERP 9.0 & 7.2
- Successfully completed MS-CIT examination
- Complete knowledge of MS-Office
- Complete certificate course in English typing 40wpm

PERSONAL SKILLS :-

- Ability to produce successful results.
- Well-developed and effective communication skill
- Well disciplined & having keen observation, quick adaptability.

So, considering my educational qualification and experience, please give me a chance to serve in your organization.

DECLARATION

I HERE BY DECLARE THAT THE ABOVE WRITTEN PARTICULARS ARE TRUE TO THE BEST MY KNOWLEDGE AND BELIEF.

(AKASH ASHOK PAWAR)

Yours Faithfully,