

CURRICULUM VITAE

Name: L Siva Nagendra Reddy

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Mobile No: 91-9502617617, 8801206833

Career Objective:

Seeking position that enhance satisfaction of achievement through individual and team growth where in there in an opportunity for financial for growth also.

Educational Background:

- MBA pursuing in GLOBAL GROUP OF INSTITUTIONS affiliated to JNTU(HYD) University, with aggregate of 67 %.
- B.S.C from SRDC degree college affiliated to SK university, Anantapur with an aggregate of 65%.
- Intermediate from Intermediate board of Andhra Pradesh completed in this year 2008 with an aggregate of 51%.
- SSC from School Secondary Education board Andhra Pradesh completed in the year 2006 with an aggregate of 55%.

Software Skills:

- Tally ERP9
- MS Office

EXPERIENCE SUMMARY

- Working with Magma Fincorp Ltd now formally Poonawalla Fincorp limited in Anantapur location as a Sr. Ops Executive since 18.11.2021 to Till Date.

Cash & Banking:

- Daily Punching of receipts generated from customers & collection team.
- Supporting safe custody of the cash and banking of the same through CMS
- Maintaining 0% Error for PDC Error & Nil cross banking.
- Maintaining Petty Cash vouchers and submitted vouchers weekly once to HO
- Co-Ordination with Sales team & collection team
- TDS refund process, follow up to with HO
- Subsidiary all records maintenances.
- Checking accuracy of branch Petty Cash Expenses bills and ensuring timely payment.

Customer Service related:

- Customer issues & complaints resolved within TAT.
- Handling Walk-in Customers.
- Handling Cash counter & cash collecting from customers.
- Statement of Accounts & Loan foreclosures requests.
- Moratorium related requests.
- Excess amount refunds & TDS refund requests.
- Welcome Letter & Amortization schedule requests.
- NOC papers issuance.
- Credit life claims requests.
- Ach activation requests.
- Customer address, contact no, email updating requests.
- Settlement waiver requests.
- Interest certificate requests.
- Emi amount, charges & cheque bounce dues information clarify to customers.

Disbursement of Loans:

- Taking care of **Asset Based Finance (Used & New Car loans**, commercial vehicles, Machinery Vehicles,)
 - **Verification of CAR Loan Files:** (Verification of Application Forms & KYC, Bank Statements, IT Returns Cibil Reports, Loan scheme details, Credit Life Insurance Calculation, KYC Documents, FI, RCU, Necessary Approvals, Agreements booklet & Supporting Customer Documents)
 - Entry of Customer Information & Loan Oracle Portal.
 - Looking after entire cycle of operations & LAN No. creation in Oracle software.
 - Payment Requisition. (Disbursal amount credited to directly customer account through RTGS/NEFT)
 - Fraudulent Controlling & Quality Improvement.
 - Co – Ordinate with HO Central Operations team. (PDC's NACH forms & Credit Life Insurance Forms, After Disbursal files Dispatched to HO & Any collections issues discussed with HO Team)
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- Working with Wheels Emi Pvt ltd. As a sales executive for Two-wheeler from JAN 2019 – March 2021. Location Hyderabad.

Personal Details:

Name	:	L.Siva Nagendra Reddy
Father name	:	L.Rami Reddy
Date of birth	:	12-06-1990
Nationality	:	Indian
Religion	:	Hindu
Languages	:	Telugu,English
Permanent Address	:	P Bodhanam (V&P) Chagalamarri(Md),Allagadda(T), Kurnool(Dist), Andhara Pradesh.

Declaration:

I hereby declare that all the information mentioned above is true to the best of my knowledge.

Place:

Date:

sivanagendrareddy.

Yours Sincerely,
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