

MR. SUNIL RAJENDRA VALMIKI

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Christian Village Kurla West Mumbai-400070

CONTACT

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Personal Information:

Date of Birth	:	29 th January 1987
Nationality	:	Indian
Gender	:	Male
Marital Status	:	Married
Language Known	:	English, Marathi, Hindi

Educational Qualification :

- | | |
|------------|-----------------|
| • B.COM | ISBM University |
| • H. S. C. | Mumbai Board |
| • S. S. C. | Mumbai Board |

Computer Literacy:

- Very well knowledge of MS-Excel (MS Office), Power Point
- MS-Power Point & Internet explorer.

Additional Qualification:

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|------------------------|---|--------------------------|
| ➤ English Typing Speed | : | 22 WPM with 85% accuracy |
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Professional Overview

Current Job Profile:

Sr. Branch Operation in POONAWALLA FINCORP LTD (FORMERLY KNOWN AS MAGMA FINCORP LTD)

Working from 18th Feb 2019 till date.

Key Responsibilities:

- Working as Sr. Branch Operations in Thane Location and before pandemic in Vidyavihar Location. Also, FPR for Maharashtra BL locations.
- Handling Products like BL, LTP and Auto lease (Vehicle Loan).
- Checking Post Sanctioned documents, Sanctioned condition, and CAM (Credit Approval memo) as per the policy parameter of the company.
- Ensured that all the disbursement documents were non-discrepant and accurate data entry for disbursement of documents.
- Responsible for all Audit query like internal and External Audit.
- Monitoring daily Audit Compliances raised by Auditor and Ensuring requirements to be fulfilled within the TAT.
- Managed escalations, Complaints and queries raised by customers and ensured prompt resolutions of the same.
- Handling disbursement activity as per the company policy parameter.
- Co-Ordinating with the HO Arthur team for making the disbursement in customer account
- Updating PDD in system after post disbursement, working on Oracle Software for disbursement
- Removing NOC from Oracle system.
- Removing Manual Cibil for Collection purpose or any mismatch in KYC.
- Printing and dispatch disbursement CHQ for all products of Mumbai Location and dispatching Branch wise.
- Dispatching disbursement files to HO in TAT and tagging the POD in system and maintaining the MIS.
- Working on Outlook, Finnone, Oracle and LOS software for disbursement process.

Previous Job Profile:

Operation Executive in Barota Finance Limited (06th Nov 2017 to 07th Nov 2018).

Key Responsibilities:

- Handling Disbursement and working closely with the account team to process the payment.
- Removing CIBIL and also checking the overdue outstanding & score.
- Updating the Emi payment in the Recon file and checking the MR receipt duplication.
- Maintaining the compile Money Receipt file for Recon purpose.
- Co-Ordinating with the sales executive, Backoffice executive & State Head on the queries in the disbursement docs.
- Doing Tele verification calls pre-disbursement and forwarding for final approval.
- Filling agreement form as per KYC details and other documents.
- Preparing Repayment schedule and couriering the same State wise.

- Checking and Maintaining the Original Docs details as per checklist for Audit purpose.
- Checking the Registration Certificate and releasing the holdback amount.
- Uploading KYC details on www.ckyc.in and updating the same in Master file.
- Releasing daily MIS of Registration certificate, Trade advance, Business and EMI collection report on daily basis to Company CEO and management.
- Sharing suspense file and coordinating with Accounts Team.

Profile:

Automotive Manufacturers Pvt Ltd as a Sr. MIS for 4months.

Key Responsibilities:

- Monitoring on Attendance & Attrition data on Spine software.
- Removing attendance dump and sharing the same with the Pan India Branches.
- Co-Ordinating with the Branch HR related to Employee Uniform, Banking details of employee & Sim requirement.
- Preparing Salary data on basis of Attendance for on Roll and Off Role employees.
- Removing offer letter, Appointment letter and confirmation letter.
- Couriering the Letters to Pan India Branches.
- Generating Employee code and giving Biometric excess.
- Removing Incentives Dump from DMS of Maruti Suzuki site.
- Preparing Incentives data.
- Processing Vodafone & Airtel payment.

Profile:

C & C CONSULTANT INDIA Pvt. Ltd as a Corporate Collection Manager for 3 years (01st July 2014 to 19th July 2017).

Key Responsibilities:

- Preparing & Checking the Daily Run Rate Report.
- Analysis of Bill Cycles.
- Maintaining Daily Collection MIS and sharing with team and Vodafone Client.
- Monitoring on Attendance & Attrition
- Daily updates of Collection value on different segments.
- Preparing Reconnection target report and sharing it with the team.
- Making Separate DRR for CC team & Field Team
- Client Co-ordination & Review Attendance.
- Coordinating with Relationship managers for company accounts or any Customer Dispute.
- ABCD Grading (TL wise) Analysis to identify areas of focus and plan actionable to ensure performance improvement.

Profile:

Working with Andromeda Marketing Pvt Ltd as a Relationship Collection Manager in Andheri East for tenure of 2 years (16 April 2012 to 30 June 2014).

Key Responsibilities:

- Daily MIS Reports to Senior Management.
- Resolving Collections and Billing related issue.
- Doing all Vodafone Backoffice activities related to Collection Process.
- Visiting Corporate to resolve the ongoing collection issue.
- Communicating through MS Outlook, official Cell phone.
- Reconcile the outstanding accounts and sharing the same with Corporate.
- Posting the payments done by the corporate cell number wise.
- Removing reports from the Vodafone CRM.

Previous Profile:

Responsible for handling the entire Vodafone Tele calling Collection process in Mumbai.

Andromeda Marketing Private Limited for 5 years (20th Sep 2007- 10th April 2012.

Key Responsibilities:

- Handling agents on the floor and focusing on the targets which are set by the Vodafone Bankers.
- Doing all the Vodafone Backoffice activities like reconnection, payment updating, Bill request and mapping the payments.
- Maintaining attendance Roster on daily basis.
- Research and Development on alternate days on the collection data to get the target.
- Working on calling software CC Pulse like Wrap time, Actual calling time Etc.

Personal Strength:

- Understanding & helping in nature.
- Ability to work in group.
- Honesty hard working.

Declaration:

I hereby declare that all the information mentioned above is true to the best of my knowledge& belief. I shall be responsible for any action, if any of the above statements are incorrect at my stage in future.

Thanking You.

DATE :

You're faithfully,

PLACE : Mumbai

(Sunil Rajendra Valmiki)