

KUBER SINGH RAWAT

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CAREER OBJECTIVE:

- To do my task with full dedication as a part of an organization with sincerity and be a learner throughout my life is my professional objective.

PROFESSIONAL EXPERIENCE:

Mar-11 to Till Date

Poonawalla Fincorp Ltd.

Chandigarh

Designation:

Deputy Manager Operations.

Description – Having more than 10 Years of Rich Experience in Operations. Have good Knowledge in Retail Asset, Home Loan, LAP, Customer Service & Accounts.

Job Profile: Team Leader Operations

- Ensuring Strict adherence with Service Standards.
- Develop, motivate & Support Direct reports to achieve Individual & Organization Objectives.
- Manage the flow of day-to-day Operations.
- Provide regular training to the team regarding policy changes.
- Regular check, maintenance, and timely reporting of all defined MIS.
- Ensuring the loan applications are processed accurately & completely as per the credit policies & operational procedures as per specified product programs & within TAT.

March- 2010 To Feb-11

Kotak Mahindra Bank Ltd.

Chandigarh

Designation -

Executive

Job Profile:

- Quality check & punching of Retail Asset Products.
- Ensuring error free files for disbursement.

- Coordination with sales team for any discrepancies in documents.
- Coordination with Central Operations for smooth processing of files.
- Working out and implementing strategies and processes towards development of quality of business.
- Processing of vendor payments & Preparation of various MIS.

Mar 2007- Apr 2009 . ICICI LOMBARD GEN.INSURANCE CO. LTD, Chandigarh

Designation: Operations Executive

Job Profile:

- Quality checking & punching of Motor Insurance Policies.
- Preparing MIS reports to provide feedback to top management.
- Coordination with Central & Regional Processing hub for smooth movement of Policy Issuance..
- Co-ordination with Sales Team for faster resolution of the pendency's.
- Imparting training to the dealers & Agents.
- Interaction with Agent and Dealer.
- Endorsement of policies.
- Ensuring all process norms before the Policy Issuance.

ACADEMIC QUALIFICATION:

- Graduation from DAV College Chandigarh (PU) in 2005.
- 10+2 from CBSE Board, Uttarakhand in 2002.
- 10th from CBSE Board, Uttarakhand in 2000.

COMPUTER PROFICIENCY:

- Post Graduate Diploma In Computer Application From DAV College, Chandigarh (PU).
- MS Office.
- Configuration of E-mails & handling errors in mails.

	EXTRA CURRICULAR:
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Hobbies:

- Watching Sports, Listening to Music.

Strength:

- Team Handling, Perseverance, Hardworking, Ability to work under pressure.

	PERSONAL DETAILS:
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|-------------------|---|---------------------------|
| • Fathers Name | : | Sh. Lal Singh Rawat |
| • Date of Birth | : | 22 nd May 1985 |
| • Marital Status | : | Married |
| • Languages Known | : | English, Hindi, Punjabi |

Date:- _____

Place:- _____