

**RAJVEER SAINI**

A-104, NAHRU NAGAR, PANI PACH, BANI PARK JAIPUR, (RAJ.)

**Contact No.** 9828823689

**E Mail:** Saini\_rajveer@yahoo.co.in

**Permanent Address:** Near Police station, Neem Ka Thana, Sikar (Raj.)

**OPERATIONS PROFESSIONAL**

**WITH COMPREHENSIVE SKILLS, EXPERIENCE & KNOWLEDGE IN,**

***Finance, Fixed Asset/depreciation, Reconciliations Process Management, Reporting /Documentation, Back end Operations, MIS***

**EXECUTIVE PROFILE**

Seasoned professional having more than 10 years of experience with diverse industries, Result oriented, proficient at managing & leading teams for running successful process operation. Experience of developing procedures, service standard for business excellence. Ascertain needs & goals, streamline operations & envision new concepts, effectively communicate direction & commit people to action.

**WORK EXPERIENCE**

Organization : **Poonawalla Fincorp Ltd(formerly known as Magma Fincorp Ltd), Jaipur**  
Process : Retail Assets Operation  
Designation : Team Leader  
Tenure : Jan 2011 to till Date

Job responsibility:

- Presently looking supervision of file disbursement team in retail assets operation i.e. Home loan, Unsecured loan and Auto loan (Car, Tractor, CV/CE, Used vehicle) branch operation.
- Employee/Resource and Branch Management.
- Authorization of disbursement file, customer affair and Cash Management.
- Coordination with Sales and DSA for better environment in file processing.
- Coordinate with HO for quarry raised and Clear Audit objections.

Organization : **Atlas Documentary Facilitators Company Pvt Ltd, Vidhayadhar Nagar, Jaipur**  
Join a venture of **HDFC bank ltd.**  
Process : Business Banking Operation  
Designation : Officer  
Tenure : Jan-10 to Dec-2010

Job responsibility:

- Worked with disbursement team in business banking operation I.e. Mortgage, Working capital, and Agriculture and Commercial Transport group for Local branch operation.
- Updation of stock statement and policies on daily basis

- Recording & monitoring daily transaction and preparing daily MIS for stock statement, Insurance policy and other deferral document and sent CPU for authorization on daily basis.
- Handling all transaction of courier,
- Preparing MIS daily, weekly & monthly basis.

Organization : **Atlas Documentary Facilitators Company Pvt Ltd, CPU (BBO), Gurgoan**

Join a venture of **HDFC bank ltd.**

Process : Business Banking Operation

Designation : Officer

Tenure : July-08 to Dec-2009

Job responsibility:

- Authorization stock statements in system for Working capital, Agriculture and Commercial Transport group.
- Monitor limits (Increasing and Decreasing Limit) according to Stock statement, insurance policies.
- Recording & monitoring daily transaction and preparing daily MIS for stock statement, Insurance policy and other deferral document on daily basis.
- Managing storage of stock statement, policies.

Organization : **Centillion Solutions and Services (P) Ltd, Gurgoan**

Join a venture of **Centurion Bank of Punjab Ltd**

Process : Retail Assets Operation

Designation : Officer

Tenure : July-2007 to june-2008

Job responsibility:

- Reconciliation for all banking accounts.
- Controlling and monitoring the process for checking Loan application for all the products for retail asset lending business viz PL TW.
- Co-ordination with collection team with resolving queries.

❖ **ACADEMIC QUALIFICATIONS**

- ✓ Bachelor's Degree in Arts, Rajasthan University, Jaipur in 1999.

❖ **TECHNICAL QUALIFICATIONS**

- ✓ Sound Knowledge of Microsoft Excel, Word & other office tools.
- ✓ Certificate in computer course 'O' Level & PGDCA

❖ **PERSONAL PROFILE**

Name : Rajveer Saini

Father's Name : Lt Yadram Saini

Date of Birth	:	05-03-1977
Marital Status	:	Married
Nationality	:	Indian

Date : .....

**(Rajveer Saini)**