

CURRICULUM-VITAE

SUTHAR DIPKUMAR JITENDRAKUMAR
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CAREER OBJECTIVE:-

To commit myself to looking for a position where my education and creative thinking can be utilized in support of company goals while broadening my exposure to the corporate world. To pursue a career requiring strong analytical and organizational skills in a progressive enterprise and to grow with the company in terms of knowledge, status and stature. The challenging Trends of the Industrial level where I can show my potential and talent, and to create a bond within the team I work with.

CAREER PROFILE:-

- Total work experience 5+ years in FCU/RCU.
- Sound knowledge in field of investigation, Monthly MIS, Billing , Vendor Training , Vendor Co-ordination , Branch Coordination

EXPERIENCE:-

1. Poonawalla fincorp ltd (Assistant manager - March'22 to till Date)

Job responsibilities and key objectives:-

- Managing RCU end to end Activity of Gujarat Location.
- Team Handled –Vendor Sampler and Vendor Back office.
- Screening or sampling of assets files – LAP.
- Detection and prevention of fraud by coordinating with outsources Agency.
- Co-ordination with the Sales Team and hub team and solving queries within TAT.
- Agency management.
- Cross check to Agency for verification Report.
- Training of agencies for fraud prevention.
- Preparing monthly bills of All Product.
- Pre & post investigations
- Surveillance activities
- Preparing monthly MIS of Gujarat location.

2. Aadhar housing finance ltd (On behalf of Aadhar sales and services pvt ltd) As a RCU Executive - November'19 to March'22)

Job responsibilities and key objectives:-

- Managing RCU end to end Activity of Gujarat Location.
- Team Handled –Vendor Sampler and Vendor Back office.
- Screening or sampling of assets files – Home Loan, LAP.
- Detection and prevention of fraud by coordinating with outsources Agency.

- Co-ordination with the Sales Team and hub team and solving queries within TAT.
- Agency management.
- Cross check to Agency for verification Report.
- Training of agencies for fraud prevention.
- Preparing monthly bills of All Product.
- Maintaining MIS (monthly Information system) on daily basis of Gujarat location.
- Preparing monthly MIS of Gujarat location.

3. Simran Management Services Pvt Ltd (Supervisor - March'19 to October'19)

Job responsibilities and key objectives:

- For HDFC Home Loan, Daily MIS and Reporting on Digital Form.
- For Piramal Housing Finance Ltd, Reporting and Daily MIS.
- Handling of Employee verification activities for Kalupur Commercial Co -Op Bank Ltd.
- For Aadhar Housing finance , Daily MIS , Reporting , Billing and Other Daily Basis Activities .
- Sampler Handling of Aadhar Housing finance and HDFC Ltd.
- Sampler Training.
- Cross check - verification Report.

4. Simran management services pvt ltd (FCU sampler- May 2017 to February 2019)

Job responsibilities and key objectives:-

- Screening or Sampling of the Product - Home Loan, LAP.
- Co-ordination with Credit team.
- Handover sampled cases to agency for verification.
- Cross check to agency verification report and match to sample file.

ACADEMIC QUALIFICATION:-

Exam	School/collage	Year of Passing	Percentage/class
SSC	G.S.E.B	2012	59%
HSC	G.H.S.E.B	2014	65%
B.com	GUJ.UNI.	2017	Second Class
M.com	GUJ.UNI.	2019	Pass class

PERSONAL DETAILS:-

Date of Birth: 24th July 1997
 Father's Name: Mr. Jitendrabhai Suthar
 Nationality: Indian
 Language Known: Gujarati, Hindi, English
 Hobbies: Music, Travelling

All the information mention above is true to the best of my knowledge and I am willing to produce or iginal certificate or documents proof on demand.

Date: 18-11-2022

DIPKUMAR SUTHAR