

Dharmendra Singh

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Career Objective

To work as a part of an organization like a one family where I can utilize my full potential and caliber and help the company to grow up in all respects. Self-development, motivation and organization is the motto of life.

Work Experience

- **Working in Poonawallafincorp Ltd.** In, Operation Department as Assistant Manager from Sep 16th 2005 to Till Date.

Job Profile:-

- Process the Loan File as per Policy and checking for the discrepancies.
- Pushing the files logged – in for final disbursement after getting the required approvals, and completion of credit query.
- Preparing the Disbursement Memo for Final Payment and checking the discrepancies in post docs.
- Cash receive from customer and Collection team which they taken from the customer and then update the SOA.

Previous Experience:-

- **Worked with Citi BANK Ltd. (CMFL.)** In Auto Loan, Personal Loan as a Operation Executive from Aug, 2001 to Sep 15th 2005.

Job Profile:-

- Process the Loan File as per Policy and checking for the discrepancies and also discuss with the customers about the additional required docs and get all the financial details from the customer.
- Initiating all kinds of mails for escalation approvals to the respective authority.
- New Product communication & Process training.
- Pushing the files logged – in for final disbursement after getting the required approvals, and completion of credit query.
- Preparing the Disbursement Memo for Final Payment and checking the discrepancies in post docs. Managing strategic and cordial relations and good communication with various Dealer & DMA and to solve their problems and query.

Education Details:-

B. A.: Ch. Charan Singh University, Uttar Pradesh Meerut.

D. C. A.: Diploma, DCA (Diploma of Computer Application)

10+2.: Arts from UP of School Education Board Meerut

Personal Information

Name – Dharmendra Singh

D.O.B. – 26th July, 1969

Father's Name - Mr. Shiv Baran Singh

Address- 681, New Shiv Puri, Khurja, Distt. Bulandshahar (U.P)

Nationality - Indian

Gender - Male.

Marital Status - Married

I hereby declare that the above information is true to the best of my knowledge and belief.

Date:

Place:

(Dharmendra Singh)