

# RESUME

**Mr. Pravin J. Gundeti**

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Contact No: 9970075507

**Current Address:** Flat No 605, G Wing, Sukhwani Palms,  
Nagar Pune Road, Wagholi, Pune – 412207

## Carrier Objective:

Seeking a position with a dynamic organization where I can learn as well as contribute to the growth of the organization with my skills.

## Work Experience:

Organization: **JM Financial Home Loans Ltd**

Designation: Sr. Branch Operations Manager (**Manager**) (**EIL / LAP / HL**)

Duration : Dec 2017 to Till Date.

## Job Responsibility:

- Handling the branch activity like operation department, customer services, Collection related activity etc.
- Checking files with complete documentation which is logged in OPS for Disbursement & communicating Disbursal files & docket queries to the respective sales executive or sales manager.
- Once all queries get resolve then raised the disbursement through mail & system to HO Ops & Coordinate with team for file Disbursement
- Disbursing the files using MiFin system.
- Handling disbursal cheque printing at branch level.
- Handling over Disbursal cheques to customers after the cross checking with PDD & OTC documents completion.
- Tracking OTC & PDD documents as well as Disbursement cheques handover pending cases.
- After the post disbursement creating Cersai charge on mortgaged properties for all disbursed cases.
- creating NOI charge (Online NOI) on mortgaged properties for all disbursed cases.
- Post disbursement preparing disbursed files, Docket & Original papers for storage to HO.
- Handling Disbursement MIS, PDD, OTC and monthly MIS.
- Handling customer issues & solving their queries at branch level.
- Reporting to HO Ops regarding financial reports & branch status on daily basis.

Organization: **DHFL Ltd**

Designation: **Sr. Operation Executive (LAP / SME / HL)**

Duration : Nov 2015 to Dec 2017

**Job Responsibility:**

- Checking files with complete & relevant documentation which is logged in OPS for Disbursement.
- Communicating Disbursal files related all queries to the respective sales executive or sales manager.
- Raising queries, discrepancies and updating them in the system accordingly.
- Once the queries raised to respective sales executive or sales manager then files send for cheque preparation through system.
- Coordinating with HO & Axis Bank team for Disbursement cheques
- After the queries solved, again cross checks query and discrepancies.
- Disbursing the files using Synergy system.
- Handing over Disbursal cheques to customers cross checking with PDD & OTC (OTC Approval) documents.
- Tracking OTC & PDD documents as well as Disbursement cheques handover pending cases.
- After the cheque handover doing DMS & Cersai entries of all files.
- Preparing Disbursed files & Docket for storage to HO.
- Handling Concurrent, Statuary & Internal HO Audit.
- Checking PDD, OTC documents using with Legal report & also checking Technical report.
- As per customer request dowsing the loan amount with complete documentation.
- Handling Disbursement MIS, PDD, OTC and monthly MIS.
- Handling customer issues & solving their queries.

Organization: **Religare Finvest Ltd.**

Designation: **Credit Operation Executive (LAP / CF / SME)**

Duration : March 2014 to Nov 2015

**Job Responsibility:**

- Checking files with complete & relevant documentation.
- Raising queries, discrepancies and updating them in the system accordingly.
- Communicating Disbursal files related all queries to the respective sales person or sales manager.
- After the queries solved, again cross checks query and discrepancies.
- Disburse the file using finnone & finacle systems.
- After the Disbursement dispatch disbursal files to HO
- Checking PDD, OTC documents using with Legal report, & also check Technical report.
- Preparing Disbursed files & Docket for sending storage to HO
- Tracking OTC & PDD documents as well as Disbursement cheques handover pending cases.
- Handling daily and monthly MIS.
- Handling customer issues & solving their queries.

- Reporting to Ops Manager regarding financial reports status on weekly and monthly basis.

Organization: **Axis Bank Ltd.**

Designation: **Sr. Operation Executive (Home Loan)**

Duration : May 2012 to June 2013

#### **Job Responsibility:**

- Preparing LTV sheets as per provided documentation.
- Checking files for complete relevant documentation & also using with Sanction letter.
- Raising queries, discrepancies and updating them in the system accordingly.
- After the queries solved again cross check queries and discrepancies.
- Preparing Post Sanction Docket for disbursements and sending to operations for final payment.
- Checking Legal & Technical report.
- Handling daily and monthly MIS.

#### **Educational Qualification:**

Examination	Board/University	Passing year	% Marks
<b>MBA(Finance)</b>	Pune University	2011	58.03
<b>B.Com</b>	Pune University	2009	63.91
<b>HSC</b>	Pune Board	2006	66.00
<b>SSC</b>	Pune Board	2004	63.46

#### **Personal Details:**

**Name** : Mr.Pravin Janardan Gundeti  
**DOB** : 22<sup>nd</sup> May1988  
**Marital status** : Married  
**Languages** : English, Hindi, Marathi, Telgu  
**Hobbies** : Listening music, playing computer games and Cricket

#### **Declaration**

I hereby declare that the above information's provided are true to best of my knowledge and belief.

**Date:**

**Pravin J. Gundeti**