

RESUME

Rajaram Abhimanyu Tayade
H. No 14 at Post Bambhori,
Tal Dharangaon Dist Jalgaon
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OBJECTIVE

I would like to pursue a career in your reputed Organization, in which, I can apply my Knowledge and Skill to add value to your Organization and also to myself. I would like to work for your Organization, which will provide me with opportunity to learn and where I can make meaningful contributions to the Growth of your Organization.

COMPUTER LITERACY

Operating System Known : MS-WINDOWS 95, 98, XP
Others S/W : Microsoft Excel, Microsoft Word, Power Point, Open Office,
Outlook Express, and Office Org.

CURRENT WORK EXPERIENCE

Currently working in **Poonawalla Fincorp LTD**, (Formerly known as Magma Fincorp Ltd.) as a **Senior Executive, Accounts Ops** since 21st March 2016 to till date.

JOB PROFILE

Credit and Loan Disbursement function.

- ☐ Underwriting of the commercial Vehicle Loan, New Vehicle and Home Loan & LAP Loans and Checks Disbursement and ensure collateral perfection.
- ☐ Processing and Verifying all the KYCs and income related docs for creation of proposals in Oracle system.
- ☐ Underwrite and approval of loans and ensure that all credit processes are follow and policy norms are implemented.
- ☐ Makes new insurance and its renewal.
- ☐ Information given to walking customer about policy and loans
- ☐ Follow up with Branch Manager and Sales persons for any type of requirement.
- ☐ Prepare all types of MIS required by reporting authority.
- ☐ Maintain all records as per audit requirement.
- ☐ **Process disbursement of home loan and LAP**
- ☐ Raised Payment requisition in same loans
- ☐ Initiation of FI report
- ☐ Analysis of credit file while processing of disbursement.

- ☐ Scrutiny of legal documents regarding collateral in home loan and LAP (PDD Docs)
- ☐ Updating PDD and OTC docs in System
- ☐ Working in Oracle System.
- ☐ Cross sale of home loans and LAPs by providing leads from market.
- ☐ Customer service desk

PREVIOUS WORK EXPERIENCE

Currently working in **Birla Sun life Insurance Co. Ltd.** as a **Customer Service Executive** since 21st November 2014 to 20th March 2016.

JOB PROFILE

- ☐ Initial Scrutiny and Basic data entry of Proposal forms.
- ☐ Co-ordination with Sales Manager, Training Institutes & Candidates for smooth & proper Insurance Advisor recruitment training.
- ☐ To assist Sales & Marketing officials in arranging Insurance Advisor meets & other sales promotion activities.
- ☐ Process new recruited Insurance Advisors form and arrange their exam.
- ☐ Process of licensing and coding on online system.
- ☐ Maintenance Books of Records e. g. Branch Fixed Assets Register & details of sales literature & other promotional material.
- ☐ Process & reconciliation of Bills of various vendors.
- ☐ Interact with walk-in/telephonic support to the customers.
- ☐ Responsible for overall smooth working & stabilization of the whole branch.

PREVIOUS WORK EXPERIENCE

Currently having Distibutership of Uninor from 10th December, 2011 to till date.

JOB PROFILE

- ☐ Handles the Sales persons having under our distributionship.
- ☐ Regular Co-ordination with Company's Sales Manager and Regional Manager.
- ☐ Check all application forms received from sales team and solve the exception of forms.
- ☐ Maintains proper stock of transfer, voucher and SIM cards handed over the sales persons.
- ☐ Data of entry of application form on Speedoc system provided by company.
- ☐ Scanning of all documents.
- ☐ Followup with sales team and Retailers to maintain TAT.
- ☐ Responsible for record management and update important information including legal documents.
- ☐ Maintained all types of data regarding Application form.
- ☐ Responsible for overall smooth working & stabilization of the distributionship.

PREVIOUS JOB EXPERIENCE

Previously was working with **Reliance Life Insurance Co. Ltd.** as a **Operations Executive** Since **June 2010 to 8th December, 2011.**

JOB PROFILE

- ☐ Basic data entry of proposal forms on online system provided by the company.
- ☐ Initial scrutiny of Insurance proposal forms.
- ☐ Co-ordination with Agency Managers, Training Institutes & Candidates for smooth & proper Insurance Advisor recruitment training.
- ☐ Prepare & Maintain MIS as required by reporting authority.
- ☐ To assist Sales & Marketing officials in arranging Insurance Advisor meets & other sales promotion activities.
- ☐ To process new recruited Insurance Advisors form and arrange their exam.
- ☐ Process of licensing and coding on online system.
- ☐ Maintenance Books of Records e. g. Branch Fixed Assets Register & details of sales literature & other promotional material.
- ☐ Process & reconciliation of Bills of various vendors.
- ☐ Interact with walk-in/telephonic support to the customers.
- ☐ Responsible for overall smooth working & stabilization of the whole branch.

PREVIOUS JOB EXPERIENCE

Previously was working with **Fullerton India Credit Co. Ltd.** as a **Branch Processing Officer** Since **August 2007 to April 2010.**

JOB PROFILE

- ☐ The Job Profile includes processing of Loan application of Personal, Commercial Vehicle, Secured loans. (Loan against Immovable Property & Loan against Purchase of Property)
- ☐ To do Initial scrutiny of all KYC documents and loan documents.
- ☐ Processing includes from Login to the Final Disbursal of the loan application.
- ☐ Login the case on on-line system provided by company.
- ☐ Preparing the Cam Sheet as per Policy & Sent to same Mumbai Operations.
- ☐ Company has tie-up with ICICI Lombard and LIC and I do the Initial scrutiny of Insurance proposal forms.
- ☐ Basic data entry of Insurance proposal forms on online system provided by the company.
- ☐ To solve any requirements within TAT.
- ☐ Prepare & Maintain MIS as required by reporting authority.

PREVIOUS JOB EXPERIENCE

Previously was working in **ICICI Bank Ltd. (Two Wheeler Loan Finance), Jalgaon** as a **Associate** on roll of I Process Services Pvt. Ltd. (Service Provider of ICICI Bank Ltd.) during **June 2004 to July 2007.**

JOB PROFILE

- ☐ Job profile includes process of loan application of Two Wheeler.
- ☐ Basic data entry on Application Processing System
- ☐ Responsible for credit approval of Two Wheeler cases.
- ☐ To give credit calls in the market and issue a delivery order to deliver the vehicle.
- ☐ Handle customers at dealer point for spot loan sanctions.
- ☐ Prepare daily and monthly MIS reports.
- ☐ Responsible for record management and update important information including legal documents.
- ☐ Achieve credit assessment target within the required TAT.
- ☐ Co-ordinate with internal agencies like Field Verification Agency, RCU Agency, Operations and Collections department.

Academic record

Education	College	Percentage
B.A.	Sir Parshuram Bhau College, Pune.	55.57%
H.S.C	Sir Parshuram Bhau Mahavidyalaya, Pune	56.50%
S.S.C	Bhairavnath Vidyalaya, Pune	52.57%

CERTIFIED COURSES

- ☐ Diploma in Computer Application (DCA)
- ☐ Typing Courses : English 40 WPM and Marathi 30 WPM

FIELDS OF INTEREST

- ☐ Banking, Finance, Insurance, Accounting.

LANGUAGES KNOWN

- ☐ Marathi, Hindi & English

KEY SKILLS

- ☐ Service orientation & ability to take higher responsibilities.
- ☐ Interpersonal Relationship.
- ☐ Aptitude towards Administrative and Management Skills.
- ☐ Decision Making (Within the Limitation and Authorities)

PERSONAL INFORMATION

Name : Rajaram Abhimanyu Tayade

Permanent Address : A/P. Bambhori Pracha,
Near Shiv Mandir, Tal. Dharangaon,
Dist. Jalgaon.

Phone Number : 0257 2258075.

Cell No.	: 8007674763 & 9130010025.
Date of Birth	: 21 st Nov 1976.
E mail	: rajaramtayade@rediffmail.com
Marital Status	: Married.
Children's	: Two Sons