

## CURRICULUM VITAE



**M. Mahendar Reddy,**

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**Mobile: +919949939961**

### **Objective:**

Aspiring for the challenging career in a growing organization in which I can find ample opportunities for my professional growth so that I can be a dynamic asset to the organization.

### **Summary:**

- \* Excellent analytical, interpersonal and communication skills.
- \* Exceptional ability to master in new concepts.
- \* Ability to work both independently and in a team environment.
- \* Initiatively in doing jobs in the team work.

### **Academic Qualifications:**

Course	Board/University	Year of Passing	Percentage
<b>M.C.A</b>	JNTU	2006-2009	66.0
<b>Bsc</b>	Kakatiya University	2003-2006	53.2
<b>Intermediate</b>	Board of Intermediate	2001-2003	49.3
<b>S.S.C</b>	Board of Secondary Education	2000-2001	61.5

### **Working Experience:**

- Previously working as a Junior Processing Officer in Retail Asset Operations  
HDFC Bank Ltd, (ADFC) from 10-06-2014 to 30-06-2015.

- Previously working as a Operation Executive in TATA BUSINESS SUPPORT SERVICES LIMITED from 01-07-2015 to 03-06-2016.
- Previously working as a Senior Operation Executive in MAGMA FINCORP LIMITED from 07-06-2016 to 3-7-2018
- Previously working as a AREA OPERATIONS MANAGER in MUTHOOT MONEY PVT LIMITED from 09-07-2018 to 11-05-2020.
- Presently working as a Senior Executive in POONAWALLA FINCORP LIMITED from 07-03-2022 to till date
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#### **Present Work Profile**

Company : POONAWALLA FINCORP LTD  
 Duration : MARCH, 2022 to till date  
 Designation : Senior Executive

#### **Job Description :**

##### **Processing:**

- Handling overall activities related to operations as per laid down procedures.
- Handling all the disbursement activities related to loans, verifying whether required approvals from Credit Unit are place prior to disbursement and ensure that TAT is met at all times.
- Identification of risky profiles and elimination of fraudulent & undesirable profiles with the support of Risk team.
- With regard to the credit part, handling reconciliation of suspense a/c of the operations and ensuring that all the entries are cleared with in time frame.
- Interacting with other centers in the process of reconciling outstanding entries and ensuring regular follow up for resolving the same.
- Updating myself to the revised procedures and process note on regular basis.
- Reviewing all the activities and ensuring streamline of process in view of branch and group audits.
- In suggesting new techniques for the improvement of Internal procedures for the region.
- Preparing FTNR reports, updating the errors to CPA & Sales Team.
- Experience in Defining, Recommending and Implementing the norms and circulars levied by the firm on all the employees.
- Co-ordination with HO to solve customer oriented problems.
- Conduct concalls to my team and take feed back about ops related process and audit & other issues.

**Technical Skills:**

Operating Systems : MS-DOS, Windows 95/ 98/ 2000/XP.  
Languages : C, C++, Java.  
Packages : MS-Office.  
Web Technologies : HTML, XML.

**Hobbies:**

\* Solving puzzles, Shuttle, watching movies often and listening to music.

**Achievements:**

- Participated in “Advances in Data Warehousing & Data Mining” workshop conducted on 28<sup>th</sup>, 29<sup>th</sup>, 30<sup>th</sup> August 2008 at MallaReddy College of Engineering and Technology.
- I got the best retention certificate from airtel.

**Personal Particulars:**

Father's Name : M. Ramana Reddy.  
Mother's Name : M. Lakshmi.  
Date of Birth : 30<sup>th</sup> Apr 1986.  
Gender : Male.  
Languages Known : Telugu, English and Hindi.  
Marital Status : Single.  
Nationality : Indian.  
Permanent Address : S/o M. Ramana Reddy,  
10-4-43/2/1,tulasi nagar,vavilalapally,  
Karimnagar--505001

**Declaration:**

I hereby affirm that the information provided by me is accurate and true to the best of my knowledge.

Place : KARIMNAGAR

Date :

**(M. Mahendar Reddy)**