

## **RESUME**

**Ankit Santosh Valse**

**BSC** (Computer Science)

**MBA** (IT)

**MBA** (Operation's)

Mobile- 9767672754

[valseankit@gmail.com](mailto:valseankit@gmail.com)

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### **Title:**

**BSC** (Computer Science) and **MBA (IT)** with first class, **MBA Operation's** and **4 years** experience in retail assets operation, Customer Onboarding process & Payment team in finance sector.

### **Objective**

To thrive in an atmosphere of challenge and opportunities with committed & dedicated people. Qualified to play an integral role in the field of **Finance** where talents and experience will contribute to the use of technology in achieving company goals, while aiming onwards higher growth and better prospects via hard work and disciplinary jobs with positive viewpoints.

### **Key Skill Summary**

- A result oriented professional with over 4 years' experience in Retails Asset Operation
- Currently designated as Operation executive(C-Ops) with Poonawalla fincorp Ltd.
- Excellent interpersonal, communication and organizational skills
- A quick learner, patient listener and multitasker with ability to handled pressure

### **Professional Experience**

**1. Organisation-** SUMA SOFT PVT LTD.  
**Designation:** - Customer Care Executive  
**January'19- November'19**

**2. Organisation-** TeamLease Services Ltd.  
**Designation:** - Central Operation Disbursement Officer  
**November'19- April'20**

**3. Organisation-** Poonawalla Finance Pvt Ltd.  
**Designation:** - Central Operation Executive  
**May'20- June'21**

**4. Organisation-** Poonawalla Fincorp Ltd.  
**Designation:** - Central Operation Executive  
**June'21- Present**

Presently working with **Poonawalla Fincorp Ltd** – Handling **Customer Onboarding** process, Handling **UAT** testing for newly launched products, Work on C-Ops disbursement process smoothness, Handling **Co-lending product disbursement** and **Alliance business product disbursement**

## **Work Experience** - Retail Asset Operation

### **Roles & Responsibilities**

- Handling end to end process of **Alliance business** disbursement with managing team (size 8)
- Doing co-ordination with Alliance partners for escalation and queries for Alliance business
- Processing various loans i.e. **Co-lending business loan, Personal Loan, Business Loan, Doctor Professional Loan (CA/CS/DOCTOR)** & inventory party for the same.
- Handling the **E-Agreement (Loan Agreement)** and **E-Mandate (ECS)** process. Also handle the customer query related the same on mail
- Handling **repayment account swapping** request which is raised by customer service team
- Maintaining the **Mandate Relodge, Mandate Swapping** data in excel base format
- Doing NACH registration maker/author entries manually/bulk in LMS for EMI presentation
- Handling the loan process after sanction the file from credit to till post disbursal process
- Responsible for checking file as per the subjective condition mention by credit team
- Handling cancel-Rebooking activity in finnone for unsecured cases
- Use **Finn one** application for loan disbursement
- **Stamp paper** printing/scanning for every customer as per stamp duty assign
- **Scanning** of each file of loan which is disbursed from portal
- Registration of Physical **MANDATE** through **NPCI** and maintain the aging for same
- **CKYC** registration of existing customer's
- Doing various activity after Post disbursal till Stamp paper, PDC and SCAN NACH storage of file

### **Core Competences**

- Positive work attitude, self-motivation to work independently
- Good communication and interpersonal skill
- Ability to handle a multiple task
- Ability to handle Team members
- Ability to build and maintain effective working relationship with customers and vendors

### **Academics**

- **MBA** in operation's (2020/21)
- **MBA** in IT with **First class** grade in the year 2020 from Pune university
- Bachelor of Computer Science with Frist class grade in the year 2017 from Pune university
- HSC from Maharashtra State Board in the year 2014
- SSC grade from Maharashtra State Board in the year 2012

### **Additional Skills & Extracurricular**

- Currencies collection
- Like to play volleyball
- Watching YouTube

### **Technical Skills**

- Worked on HTML, C#, Asp.Net, SQL
- Excellently working on MS-office, Excel, Spreadsheet, MS-Power Point

### **Personal Details**

Name	-	Ankit Santosh Valse
Date of Birth	-	20 <sup>th</sup> Sept, 1996
Marital Status	-	Unmarried
Languages	-	English, Hindi, and Marathi