

MUKUND JAYANTILAL BUTANI

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Career Objective:

- ❖ in a looking for a challenging and rewarding opportunities in an organization wherein I could get more exposure on my career, and I can utilize my skills and knowledge which will contributes towards organization growth.

- ❖ **Total 10+ year Experience in NBFC Operation and Accounts Department**

Organization: Poonawalla Fincorp Ltd.

Designation: Team Leader Operation

Location: Rajkot

Duration: December 2021 to Till Today...

Job Profile

- Handle Entire Gujarat 12 Branches
- Managing 15 Team Member and Work of all Branches
- Check Error Free Disbursement Process in TAT for Laon Product HL, LAP, BL, Secured LAP and Preowned Car at all Branches
- Follow up downline staff For Resolved Audit Query in TAT Received from HO Team
- All Updated Policy and Messages Forward and Guide to Down line staff For Smooth and Error Free Work
- Monthly Surprised Visit and Audit of all Branches and Check Staff Work Process
- Regularly Monitoring of Cash Counter, Cash Transection and Cash Books of all Branches
- Guide to all Team Member for Generate lead from all branch walk-in customer
- Proactively Looking Productivity of Staff
- Closely Monitoring KRA of Team

Organization: Muthoot Housing Finance Co. Ltd.
Designation: Assistant Manager Branch Operation
Location: Rajkot
Duration: March-2019 to December-2021

Job Profile

- Login HL and LAP file in System with Checking Proper Required Documents as Per Company Norms and Generate Loan account No and File send To RCU and Valuation for farther process
- After Sanction the file Generate Sanction Letter and Check Credit Condition, Sanction Loan Amount, IRR, Loan Tenure and Same is Provide to Sales Team with Audit Note
- Follow up of Sales team For Resolved audit note Quarry at Earliest and Collect all disbursement Documents from Sales Team
- Follow up for Rejected NACH Customer and Collect New NACH and try to Convert in E NACH
- Follow up Sales team and Customer for Submit PDD and OTC Documents
- EMI Cash, Cheque Collection of Branch Visit Customers and Collection Managers and Deposit to Bank via Proper coronation with CMS Agency
- Prepare Various MIS For EMI Collection, Disbursement File, PDD Collection, OTC Clearance, PDC Collection
- Handle Branch Petty cash With System and Manual.
- View Branch Level Customer Service Like Provide a Foreclose Letter, LOD, SOA and all Other Customer Quarry Resolved with Proper Follow up with concern Person and Closed the Customer Quarry at Earliest.
- Support to Collection team For Collection

Organization: Srei Equipment Finance Ltd.
Designation: Senior Executive Branch Operation
Location: Rajkot
Duration: January-2016 to March-2019

Job Profile

- Process the loan application of New and Preowned CE and CV I had check File Contains all Mandatory Documents like CIBIL, KYC, Insurance, Current MOU Checking as Per Company Norms and Provide Audit Notes to sales team
- Follow up For Provided Audit Note Query Resolution for Final Disbursement
- EMI Cash, Cheque Collection of Branch Visit Customers and Collection Managers and Deposit to Bank via Proper coronation with CMS Agency
- Prepare Various MIS For EMI Collection, Disbursement File, PDD Collection, PDC Collection
- Handle Branch Petty cash With System and Manual.
- Branch Employee Expense Bill Booking and Process for Payment
- Some Branch Level Admin and HR Related Work

Organization: Magma Fincorp Ltd.
Designation: Operation Executive
Location: Rajkot
Duration: November 2012 to January 2016

Job Profile

- Received EMI From Customer Collection executive and Deposit in Bank via Proper coronation with CMS Agency
- Check New and Used CV, CE, and Car Login File Documents and Give an Audit Notes to Sales Team
- Follow up For Pending PDD and Updating
- Received Customer Request and Resolved as Soon as Possible with Proper Coordination with Concern Person
- For Cross sell Generate a Lead from All Branch Visit Customers
- Some Branch Level Admin, and HR Related Work

Software Knowledge

- M S Office
- Tally 7.2
- Finn one
- Kastle
- Oracle
- Outlook
- Lotus

Personal Strength

- Challenges Past Practice to Create best practice and same will be translate into effective results
- Quick learner, Problem Solving, Analysis and Coordination
- Strong Communication and ability to manage multiple task
- Challenges and responsibilities, friendly adjusting, and cooperative attitude

Educational Qualification

- Master of Commerce with Pass Class from Saurashtra University in 2007
- Bachelor of Commerce with Second Class from Saurashtra University in 2005
- HSC with Second Class from D.D. Ladani Vidyalaya 2002
- SSC with Second Class from D.D. Ladani Vidyalaya 2000

Hobby

- Reading
- Traveling
- Listening Music

Personal Details

- **Date of Birth:** 20 October 1984
- **Language Know:** Gujarati, Hindi, English
- **Nationality:** Indian
- **Marital Status:** Married
- **Current Address:** 302 Madhav Flat, Street No 12, Zanzarda Road, Junagadh 362001

❖ I hereby declare that the above-mentioned information is true to the best of my knowledge

Mukund Jayantilal Butani