

## Curriculum Vitae

Satyajeet C Parve

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<b>Address</b>	Bldg. No C1 Flat no 1 Suvidha Dnyanganga Society, Vadgaon Budruk Sinhagad Road Jadhav Nagar Pune 411041.
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<b>Date of Birth</b>	2nd March 1982
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<b>Marital Status</b>	Married
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<b>Languages Known</b>	English, Hindi, Marathi
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<b>Qualification</b>	B.COM From Pune University
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<b>Total Experience</b>	15 Years
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### JOB TITLE

#### Summary of Skills & Work Experience

- Checking Machinery Loan, UBL /BL//PL/Two Wheeler Loan Proposals of Pan India at Head Office.
  - Timely Disbursement And Resolution Of Queries In The File To Satisfaction Of Customer Within The TAT
  - Ability To Forge Strong Relationship Management With Customer, Banks And Other Key Players In Industry
  - Proven Ability To Manage Secured & Unsecured Loans Financing Operations At Head Office
  - Team Player /Team Management With Excellent Interpersonal Skill And Communication Skill And Sound Understanding Of Market
  - MIS
  - Accounts & Audit
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## **Organizational Experiences**

### **Poonawalla Finance Private Limited:**

**DESIGNATION** – Senior Manager Operations

**DURATION** – April 2019 To Present Date

#### **KEY RESPONSIBILITIES**

- Post Sanction Documents Checking of Personal Loan, Business Loan and Loan to professionals at Head Office
- Digital loan document execution process as eNACH and eSign through the system and co-ordination with customer for execution process through online.
- Co-ordination with Credit and Sales team for pending documents for disbursement process.
- Disbursement initiation and authorization in FinnOne System within TAT
- Co-ordination with team for Retail Operation and post sanction activities.
- Quality Checking for disbursed cases of all products and compliance of pending documents for Audit.
- Review meeting with team for any process or system issue related to disbursement.
- Audit related queries resolution of Internal and External Audit.
- Reconciliation activity of Stamping and Monthly vendor invoicing.
- File Storage activity, follow up with Vendor for file dispatch and retrieval process.
- PDD follow up with Sales Team for external Balance transfer cases.
- Daily, Weekly and Monthly MIS preparation of operation related activities.

### **Tab Capital Ltd:**

**DESIGNATION** – Manager Operations

**DURATION** – Feb 2017 to March 2019

#### **KEY RESPONSIBILITIES**

- Checking Machinery Loan (SME Loan ) BL/WCL/ & Proposals Of At Head Office
- Managing Retail Operation At Head Office.

- Timely Disbursement And Resolution Of Queries In The File To Satisfaction Of Customer Within The TAT
  - Disbursement Of File With System Entry With End To End Process
  - Co-Ordination With Credit ,Legal & Sales Team For Timely Disbursement Of Files
  - Resolving Query Of Internal Audit & Audit Compliances
  - Working With Internal Project
  - Customer Query Resolution
  - Follow Up Sales Team For PDD
  - Daily And Monthly MIS Reporting
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## **Electronica Finance Ltd:**

**DESIGNATION** – **Sr Operations Officer**

**DURATION** – **Oct 2006– Feb 2017**

### **KEY RESPONSIBILITIES**

- Checking Machine Loan Proposals Of Pan India At Head Office.
  - Timely Disbursement And Resolution Of Queries In The File To Satisfaction Of Customer Within The TAT
  - Disbursement Of File With System Entry And Along With All Respective GL Reconciliation
  - Preparation Of Daily Operation MIS Report Sending To Management
  - Resolving Query Of Internal Audit & Audit Compliances
  - Follow –Up With Branches & Customer And Supplier For After Disbursement Compliances
  - Timely Training To Branches For Good Quality Documentation
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- To Maintain Healthy Relationship With Branches ,Sales ,Credit Department In Growth Of The Origination
- Company Financed Ti-Up Loan Assign Life Insurance Policy. We Handle That Total Co-Ordination With Insurance Company & Issuance Process Co-Ordinate With Our Branches.
- Company Employees Mediclaim & GPA Insurance. We Handle That Mediclaim & GPA Monthly Addition Deletion , Claim / Cashless / Reimbursement Start To End Process & Same At The Time Of Renewals Co-Ordinate With Insurance Companies & Brokers For Renewal Premium Comparison
- Company Financed Machines Fire & MBD Insurance. We Handle That Monthly Addition – Deletion, Claims Start To End Process & Same At The Time Of Renewals Co-Ordinate With Insurance Companies & Brokers For Renewal Premium Comparison.
- Our Group Companies Require Any Insurance Policies At The Time Of Renewals Co-Ordinate With Insurance Companies & Brokers For Renewal Premium Comparison.

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**ICICI HOME LOAN (ARTHYOG) FRANCHISEE PUNE -**

**DESIGNATION**                –    **Operations Assistant**

**DURATION**                –    **March 2006 To Sept 2006**

**KEY RESPONSIBILITIES**

- Dockets & Documentation Checking Of Home Loan Proposals
- Compliance With Standard Policy Norms Laid Down By Company
- PDD (Post Disbursal Documents) Management
- System Entry Of PDD Received & Pending
- Daily Updation & Maintenance Of MIS
- Co-Ordination With Bank & With Clients
- Looking After Disbursement Of The Proposals

**ACHIEVEMENTS :-**

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- Team Performance Award For The Year 2019 & 2020 Operations Department At Poonawalla Finance Private Limited
- Outstanding Performance Award For The Year 2017 & 2018 Operations Department At Tab Capital Ltd
- Outstanding Performance Award For The Year 2016 Operations Department At Electronica Finance Ltd

**COMPUTER AWARENESS:-**

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**Applications:** MS-Office Package, MS-CIT,

**Software Knowledge:** ERP System., Finnone,

**DECLARATION:-**

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I hereby declare that the above Information is true and correct to the best of my knowledge.

**Date:**

**Place: Pune**

**(Satyajeet C Parve)**