

CONTACT

AAFTAB AHMED SHAH

@ aaftabahmed1998@gmail.com

8777307149

27, Belvedere Road Alipore Kol- 700027
Dob – 30/05/1998



OBJECTIVE

To work in a challenging and dynamic environment and to keep adding value to the organization that I represent and serve, while also concurrently upgrading my skill and knowledge.

EDUCATION

2015

- **Khalsa English High School**
WBBS
E 43%

2017

- **Khalsa English High School**
WBBHS
E 76%

2020

- **Prafulla Chandra College**

Cleared 6th Semester With 84% Marks

SKILLS

- Communication Skill
- Ability to work in a team
- Organizational Skill

LANGUAGE

- Hindi
- English
- Bengali

INTERESTS

- Playing Cricket
- Reading Books

ADDITIONAL INFORMATION

- Basic of Computer and Advanced Excel

WORK EXPERIENCE

- Order Processing and stock maintenance in Up townie 101 from past last 2 years till January 2021.
- Executive in Operation Department in Poonawalla Fincorp Limited from 1.5 years till now

CURRENT JOB PROFILE

Branch Ops Manager with POONAWALLA FINANCE LIMITED in Housing, LAP and BL Department.

- Post Approval Disbursement Process for entire West Bengal Region.
- End to End process related to disbursement with inclusive of dispatching repayments.
- Ensure daily execution of documentation in full compliance with the internal standards and regulatory requirements.
- Handle service level escalations and complaints.
- Ensure data and evidence for all legal litigation cases of defaulters on case-to-case basis.
- Oversee closure and foreclosure activities at the branches.
- Ensure all policies and processes related to loan processing disbursement are followed.
- Maintenance of OTC/PDD Management.
- MIS Floating
- Active involvement in resolution of Audit Queries
- Post closure Original Deed Handover along with NOC.
- Ensure timely submission of data, files for audit to concurrent, internal and statutory auditors.

Father Name - Ali Ahmed Shah

Mother Name - Samshad Begum

Martial status - Single