

## RESUME

**SOHAN PAUL**

Address: H. No.173/4 Preet Nagar Hareri Road W no 01

**Sangrur**, Punjab, India – 148001

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### CAREER OBJECTIVE.

To obtain a challenging position in banking in a growth - oriented reputed bank. The opportunity should allow for the application of innovative banking and customer service methods with my analytical, leadership and communication skills.

### PROFESSIONAL EXPERIENCE

**Magma/Poonawalla Fincorp Ltd,**

**Feb-2015 to Till Date**

**Place of Posting:** **Magma/Poonawalla Fincorp Ltd. (Sangrur Punjab).**

**Designation:** Sr. Operation Executive

**Department:** Operation

- Handling Credit & operation Related activity file Disbursing Checked Parameter according to Credit & Ops, (File of New & Used Car, CV, Tractor, CE, Combine)
- Looking NOC Related work (Noc checking, Punching, & Printing Noc)
- Looking DSA Related Activity Open Code of (RC limit, Branch RC limit, Broker, DSA, NDSA, etc.
- Additional Looking account Related work (Cashier activity, maintaining daybook & Patty cash related work.

### CHOLAMANDALAM INVESTMENT & FINANCE CO. LTD.

**Sep-2014 to Feb-2015**

**Place of Posting:** **Cholamandalam Investment & Finance Co. Ltd, Branch Sangrur (Punjab).**

**Designation:** Sr. Associate Grade3

**Department:** Credit & Operations

- Quick Data Entry (QDE), Dedupe, Cibil, reference, Viability Checked.
- Conduct the Tel e-Verification (TVR) and Field Investigation (FI)
- Detailed Data Entry (DDE)
- Underwriting Management
- Maintenance of Credit & FI MIS,
- Health Check of files (Refinance, New All Vehicles & Tractors)

- Handling Queries related to operations Department
- Handling Queries related payment of Dealer, Brokers & Customers
- Post Sanction Docs
- Branch Health Check

**Au Finance India LTD.**  
**JUN 2012 to Aug-2014**

**Place of Posting:** Sub Office Sangrur.

**Designation:** COM)

**Role:** Credit (Auto Loan)

- Handling Paty Cash of Branch.
- Punching online & manual Receipt in System.
- Initiate the Cibil Check, Tele verification with customer.
- Prepare the Deal for Proposal
- Looking the Disbursement Detail.
- Health Check of the File.
- Solve file Query From HO
- Printing Refinance Case & Broker Cheque in Branch End.

#### **PROFESSIONAL QUALIFICATION.**

**June 2013**

Mater in Business Administrator (Finance)

University: Vinayaka Mission University, Tamil Nādu

#### **ACADEMIC QUALIFICATION.**

**April 2011**

Bachelor of Arts

University: Punjabi University, Patiala

**April 2008**

Advance Diploma in Computer Hardware & networking (Diploma Course)

Limelight Institute Sangrur

**March 2007**

Senior Secondary (10+2)

Board: Punjab School Education Board, Mohali

**April 2004**

Matriculation

Board: Punjab School Education Board, Mohali

**COMPUTER SKILL;**

Working knowledge of MS Office (MS Word, MS Excel, Power Point, Paint, Internet), &

Finance Software: -CAS, Genex. Omnifin, Jaguar, POS, Oracle, POC, Finone.

IT Software: - Computer Hardware & Networking,

**STRENGTH.**

Ability to organize event and manage deadlines.

Ability to network with people and manage client relations.

Confident to deal with all kinds of pleasant and unpleasant situations.

**OTHER ACTIVITIES/ INTERESTS.**

Net Surfing, Listening Music, Making Friends.

**LANGUAGES KNOWN.**

English, Hindi, Punjabi Speak, Read & Write.

**PERSONAL INFORMATION.**

Father's Name : Sh. Ravinder Paul

Mother's Name : Smt. Sheela Devi

Date of Birth : April 20, 1989

Nationality : Indian

Gender : Male

Marital Status : Married

Contact No. : +919041061039

**DECLARATION.**

I am also confidence of my ability to work in a team. I hereby declare that the information furnished above is true to the best of my knowledge

DATE: \_\_\_\_\_

PLACE: Sangrur

(Sohan Paul)