

RESUME



LULU DEHURY

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Seeking assignments in the field of **Finance & accounts / Banking** with an organization of repute.

Work Experience @ 6 years, 6 months, (Banking & Finance)

- Extensive expertise in all aspect of Branch Operations and Updated knowledge in **KYC/ AML Norms**.
- Well versed with **MS-Office (word, excel and Power point), Tally-9.0, Internet Application**
- Ability to **analyze financial data** and **prepare financial reports**, statements and projections. Excellent communication, organization and documentation skills.

Work Experience @ 1 year, 5 months, (CIFCL)

- Currently I have worked with cholamandalam investment and Finance Company Limited(As an CBSL) as a Deputy Officer(Credit) from Jul'2020 to till dated.

Job Responsibilities:-

- Cash received from customer in proper denomination and banking all the cash day to day in banking cut of time , authorized all the MR copy and CMS Cheque send in Banking cut of time.
- File approval, disbursement & PDD updated like TW loan, LCV loan, SCV loan, HCV loan, PV loan, CV loan, Tractor loan, & Refinance loan.
- Repo surrenders, sales document upload and release letter issue.
- Follow up to 08 nos. of sales field executive (SFE) for sales target, ED collection, file sourcing and PDD collection.
- Dealer visit, Field visit for ED collection, Tele verification.
- Follow up to 13 nos. of collection field executive (CFE) for ED collection, cash deposit in proper banking cut of time and challan uploaded.
- NOC process, printing, PDC & ACH entry.
- Maintaining various register and file including the filling and safe keeping of all MR copy and reports.
- CIBIL score check and DPD check.
- Handling customers queries; NOC issue, loan close, PDC process, ACH process and processing status checking, SOA issue, Balance conformation, will come letter, repayment schedule, Duplicate NOC, change of contact details etc.
- Cross sales and lead generation for motor insurance and various loan product like HCV, LCV, SCV, CV, PV, Refinance, Tractor, loan, etc.

Work Experience @ 1year, 5 months, (Mahindra Finance)

- I have worked with Mahindra& Mahindra Financial Services Limited (MMFSL) as a **Branch Cashier** from Nov'2018 to Apr'2020.

Job Responsibilities:-

- Cash received from customer in proper denomination and Banking all the cash day to day in banking cut of time. And Listing Generation all the MR copy.
- PDC & ACH entry, CMS cheque send in banking cut of time.
- DO generate & PDD updated Like LMV Loan, CV Loan, Tractor Loan, and Refinance Loan.
- Follow up to 20nos. of Collection Executive & Business Executive for cash collection and MR copy received in proper cash denomination and received PDC & ACH form.
- Maintaining various registers & files including the filing and safe keeping of all MR copy and reports.
- Handling Customers Queries: NOC issue, Loan close, PDC process, ACH process and processing status checking, SOA issue, Balance conformation, Well come Letter, Repayment Schedule, Duplicate NOC, Change of Contact Details etc.
- **Cross Sales and Lead generation for Health insurance, General Insurance and various Loan product like LMV Loan, CV Loan, Tractor Loan, Refinance Loan and RD etc.**

Work Experience @ 3years, 8months, (HDFC BANK LTD)

- I have worked with HDFC Bank Ltd (As an HDBFSL) as a **Jr. Officer** from Mar'2015 to Nov'2018

Job Responsibilities:-

- ❖ Accomplishing operations pertaining to efficient branch operations viz. Clearing (CTS), CMS, Fund Transfer, RTGS etc.
- ❖ Inputting all O/W and I/W Clearing instruments within cutoff time without any exception.
- ❖ Booking of LCT, NMM, NET, CLEAN in Cashin.
- ❖ Maintaining various registers & files including the filing and safe keeping of all Vouchers and EOD reports.
- ❖ Processing of AOF & Customer Instruction as per KYC norms.
- ❖ Login and Inputting of Retail asset products like Personal Loan, Two-wheeler loan, Business Loan, Mortgage loan & SLI.
- ❖ Retail asset file scanning and PDD updated.
- ❖ Writing of various GL balances including of the movement of clearing house account on daily basis BOD and recording of all accounting entries and there effects at the EOD.
- ❖ Handling Customer Services Desk: NOC generation, Loan close, SI & ECS processing, SOA issue, Balance conformation, Well come Letter, Repayment Schedule, Interest Certificate, foreclosure Inquiry/Request, Duplicate NOC, Foreclosure Payment, Change of Address/ Email Address/ Contact Detail/, Part Prepayment/ Resettlement, & Change in Repayment Mode etc.
- ❖ **Cross Sales and Lead generation for various Loan product like TW loan, Car loan, Personal loan, Business loan, Mortgage loan etc.**

Academic Qualifications

Year's	Qualification	Board/ University	Percentage /CGPA	Division
2019	Post Graduate Diploma in Management(PGDIM)	OSOU, Sambalpur	63.23	1st
2013	Post Graduate Diploma in Rural Development (PGDRD)	IGNOU, Delhi	64.82	1st
2011	Post Graduate Diploma in Computer Application (PGDCA)	Techno CAD, Bhubaneswar	'A'	1st
2009	B.A	Sambalpur University	40.64	3rd
2006	12 th Arts	C.H.S.E, Orissa	39.77	3rd
2004	10 th	B.S.E, Orissa	58.66	2nd

IT Skills

❖ Well versed with MS-Office (word, excel and Power point), Tally-9.0, Internet Application

Personal Dossier

Name : Lulu Dehury
Father's name : Mr. Purna Chandra Dehury
Date of Birth : 05-Dec-1988
Hobbies : Making relationship for longer
Languages Known : English (Speak, Read, Write)
Hindi (Speak, Read, Write)
Oriya (Speak, Read, Write)

Email : luludehury3@gmail.com
Nationality : Indian
Marital Status : Married
Permanent Address : AT/PO- Butupali, DIST- Boudh
Orissa-762014
Contact No. : Mob. No- +919583830245/7077257755

DECLARATION

I do hereby declare that the above mentioned particulars are correct and true to the best of my knowledge and belief.

Place: Boudh

Date:

Lulu Dehury