

Personal**Email**

sourabhaggarwal95@gmail.com

Phone number

9811066681

Date of Birth

24-08-1995

Gender

Male

Marital Status

Single

LinkedIn<https://www.linkedin.com/in/aggarwalsourabh>**Address**

Shahdara, Delhi

Personal Strengths

Good communication skills
 Confident and Determined
 Willingness to Learn
 Ability to build relation

Projects Handled

PMAY	2018
Digitization	2019

Achievements**SPOT-ON – November'21**

Customer Centric Approach
 Result Driven Approach
 Influence and Impactful decisions

SPOT-ON – July'22

Quality Focused Work

Technical Skills

Tableau
 MS – Excel, Word, PowerPoint
 SharePoint & Omni-Flow
 Outlook & Thunderbird
 Kastle & Fin-One

Interests

Learning Facts
 Listening Music

SOURABH AGGARWAL

Highly passionate towards work and ready to learn new things for betterment of organization and my career. I have 6 above years of experience in Banking & Finance Sector and well versed with Secured & Unsecured Loans. Currently working in Credit Administration - Wholesale Banking.

PROFESSIONAL EXPERIENCE**Assistant Manager**

May 2021 - Present

YES Bank Limited – Credit Administration – Wholesale Banking

Gurugram

- Vetting of TSR and Mortgage documents for creation of Mortgage.
- Conducting Legal Audits Quarterly for Periodic, Limit Enhancements and Fresh Mortgage cases.
- Handling Internal Audit of process and compliance.
- Supervising Initiation of Title Search Report and Valuation Reports.
- Publishing of Monthly PPTs and Reports to Internal Stakeholders.
- Supervising lodgment of Vendor bills for services & documents digitization.

Appreciations & Achievements:

- Awarded with “**SPOT ON**” twice for Customer Centric Approach, Drive for Results, Influence & Impactful decisions making and Quality of work.
- Designed & Implemented tracking process for better monitoring End-to-End TAT of Mortgage timeline from TSR Initiation to Creation of Mortgage.

Team Member

May 2019 – May 2021

HDB Financial Services Limited - Central Operations Centre

Noida

- Compliance Auditing of disbursement files of products, i.e. LAP, EBL & SPL and sharing observation with Branches.
- Handled more than 800 monthly service requests to address customer regarding Closure of Documents & Interim Collateral release.
- Supervised daily operations to fulfill requirements of Internal and External Auditor such as RBI & requirements for litigation cases.
- Worked closely with Vendor & Branches and monitored company inventory to ensure stock levels & database.

Appreciations & Achievements:

- Implemented a uniformed tracking process for handling local/temporary repository of organization for flawless work.
- Appraised by Seniors for handling Internal Audits.
- Resolved 800 above monthly request with good TAT.

Language

Hindi
English

Operations Executive

Apr 2017 – May 2019

PNB Housing Finance Limited - Central Processing Centre

Noida

- Preparation of Closure of dockets, List of documents for PAN India location.
- Interim Collateral Release subject to sanction conditions, litigation, and endorsement purpose.
- Handled branch service requests regarding Collateral & File retrievals.
- Publishing MIS reports & PPTs to branches for clear pendencies.

EDUCATION AND QUALIFICATIONS**MBA in Banking & Financial Management**

Feb 2022 - Present

NMIMS

B.A. Hons. (Pol. Science)

Sep 2013 - Aug 2016

University of Delhi

Senior Secondary

Apr 2012 - Mar 2013

CBSE Board, Delhi

Secondary

Apr 2010 - Mar 2011

CBSE Board, Delhi

I hereby declare that the information provided by me is true to the best of my knowledge.

Place: New Delhi

Date:

Signature