

# CURRICULUM – VITAE

## **Current Address**

Durgesh Kumar Maddeshiya

Email: [durgeshmaddeshiya9026@gmail.com](mailto:durgeshmaddeshiya9026@gmail.com)

D2/27, 3<sup>rd</sup> floor dayal bagh colony

Mobile: +91-8237543735

Opp. C4 Block

Faridabad - 121009,

Haryana.

## **PROFILE SUMMARY**

Persuasive and influential professional (MBA graduate) with nearly 04 years' experience in spearheading operations/ Home loan business with an aim to create strategic synergy, operational effectiveness and transformational change to mitigate risk and realize desired business value. Handle in-house sales of home loan which **Switchme technology services pvt ltd's** sales team buy flat by his own sources or by brokers. Assist to customers for Home loan and analysis customer needs.

## **WORK EXPERIENCE**

**Company Name - SWITCHME TECHNOLOGY SERVICES PVT. LTD. (JUNE .2019 To TILL DATE ) - (PROCESS MANAGER – HOME LOAN)**

### **Role & Responsibility –**

As a Process Manager I will be responsible for working on:

1. Co-coordinating with Banks, Sales Team and CRM Coordinators as well as Customers towards disbursement of customer's loan request from bank.
2. Document pickup, document verification, raising queries internally, submitting documents to bank, personally attending to and resolving bank queries pro-actively, pushing bank connects for fast processing of milestones and an overall smooth and fast execution of the customer loan process.
3. Provide support in Loan Execution
4. Manage sales team ( Field executive ).
5. Handle personal loan customers as well as home loan .
6. hiring DSA channel for personal loan customers.
7. Managing all DSA Channel of home loan & personal loan as well .
8. Make a Daily MIS Report .

**Company Name - INDIABULLS INVESTMENT ADVISORS LTD. (MARCH .2017 To JUNE 2019 ) - (ASSISTANT MANAGER – HOME LOAN)**

### **Role & Responsibility –**

Contact customers who booked flat by sales team of Indiabulls real estate and ask for loan if they want home loan.

Meet with loan applicants to gather personal information and answer questions.

Give the loan file to respective home loan department and follow up for sanction letter.

If customer's loan get sanction than inform to Sales team and ask to clients for pay stamp duty and do the registration of his booked flat.

Handle in-house sales of home loan which Indiabulls real estate sales team buy flat by his own sources or by brokers. Assist to customers for Home loan and analysis customer needs.

Give the financial advice to the customer regarding home loan.

Handling operations and collection team which is responsible for collection and coordination with developers for various projects which are underwritten by Indiabulls.

Handle collection and daily follow up with client for due payment.

Handling Volume Based Project which included Customer Service, Collections, Disbursement, Registrations, Possession and Customer Escalations.

**Company Name - HDFC SALES PVT LTD. (AUG .2015 to FEB .2016)- RELATIONSHIP MANAGER)**

**Role & Responsibility –**

Identifying customer needs and generate lead by market visit and bank also provides a customer data.

Visit builders and DSA offices and make a relationship to developing business in the market.

Convincing the customers who need a home loan. Handle branch banking customers.

Make a monthly sales report to the sales manager.

Handle exiting client, handle branch customers, cross selling, and make monthly quarterly report.

Visit builders and CA offices for tacking customers data who requirement a home loan and mortgage loan.

Take a appointment to the customers, lead given by company.

Do the marketing activity by exhibition and event.

**ACHIEVEMENT**

We completed our target timely and win more contact like – Gift voucher, domestic trip, etc.

**COMPUTER PROFICIENCY**

Operating System (Windows)

MS Office (MS Word, MS PowerPoint, MS Excel), Internet, Etc.

**EDUCATION**

**Degree: MBA (MARKETING)**

Year of Passing: Nov. 2015

Name of the Institute: SAS INSTITUTE OF MANAGEMENT STUDIES (MUMBAI UNIVERSITY)

City / State: MUMBAI (MAHARASHTRA)

Score Achieved: 58%

**Degree: BA**

Year of Passing: May 2013

Name of the Institute: DCSK PG COLLEGE (PURVANCHAL UNIVERSITY)

City / State: MAU (U.P.)

Score Achieved: 51%

**SENIOR SECONDARY SCHOOL CERTIFICATE (12<sup>th</sup>)**

Year of Passing: AUGUST - 2010

Name of the School: DR.SPIC

City / State: MAU, UP

Score Achieved: 70%

**SECONDARY SCHOOL CERTIFICATE (10<sup>th</sup>)**

Year of Passing: May 2008

Name of the School: GTIC

City / State: MAU, UP

Score Achieved: 45%

**PERSONAL DETAILS -**

Permanent Address : D2 / 27, dayal bagh colony , Faridabad

Marital Status : Unmarried

Languages Known : English, Hindi.

DOB : 08 JULY 1994.

GENDER : Male

NATIONALITY : INDIAN

**PLACE:**

**Haryana**

**(DURGESH KUMAR MADDESHIYA)**