**SANDEEP KUMAR**

**Mobile**:7021216486 **Email**:sandeepkbst@gmail.com

**CAREER OBJECTIVE**

To have a dynamic career, that gives me a chance to grow economically and psychologically by exercising my knowledge and abilities in the best interest in the ever-changing corporate scenario.

**PERSONAL DETAILS**

**Name** : SANDEEP KUMAR

**Father Name** : JAWAHAR LAL

**Date of Birth** : 02ND JUNE 1995

**Address** : Flat No.301, 3rd Floor Meera House Munjaba Wasti Dhanori

Pune - 411015

**Contact No.** : 7607651717

**Email ID** : sandeepkbst@gmail.com

**Languages Known** : Hindi, English

**Nationality** : Indian

**Gender** : Male

**Marital Status** : Single

**Educational Qualification**

|  |  |  |  |
| --- | --- | --- | --- |
| **Year** | **Degree** | **Institute** | **Board/University** |
|  2016 | B. A. | Purvanchal Degree College. | D.D.U. GKP. |
|  2018 | M. A. | Purvanchal Degree College. |  Siddharth University Kapilvastu |

**Extra Qualification**

**ADVANCE DIPLOMA IN COMPUTER APPLICATION (Certified)**

* Word, Excel, Power Point, Access, Tally, Internet, Html…

**Professional Experiences**

**1. Incred Management and Technology Services Pvt. Ltd. - Andheri Mumbai**

* Worked as a CPA from May 2017 to Jan 2018.
* Process - BUSSINESS LOAN

**Job Profile & Key Responsibilities**

* To ensure all documents proper check for login,
* Generation of CIBIL Report (Individual & Commercial).
* Files Data Entry,
* MIS maintain of monthly Business,
* Scan file docs and upload to Google Drive,
* Disburse The Cases As Per The Sanction Condition.
* To maintain quality norms.

**2. Avanse Financial Services Pvt. Ltd. - Andheri Mumbai**

* Worked as a Senior Executive from June 2018 to November 2019.
* Process **-** EDUCATION LOAN

**Job Profile & Key Responsibilities**

* Checking the Documents as Per Their Respective KYC Documentation as per Policy With Banking
* Preparation of CAM Report,
* Cases login as per login checklist,
* Generation of CIBIL Report.
* Insurance sheet Creation,
* Eligibility sheet Creation,
* Cases Processing for sanction,
* Underwriting etc...

**3. NEOGROWTH CREDIT PVT.LTD. - Andheri Mumbai**

* Working as a Credit Officer from November 2019 to May 2020, rejoin in Pune Dec 2020 to till date.
* Process - BUSSINESS LOAN

**Job Profile & Key Responsibilities**

* Customer Document Acceptation.
* Checking the Documents as Per Their Respective KYC Documentation as per Policy With Banking (Card Sell) & Financial.
* Generation of CIBIL Report (Individual & Commercial).
* Checking & Rectifying (Banking ABB, BTO, Card Sell & Average, MID, Pivot Table, Financial, DSCR, etc).
* Checking Bounces In Banking & Checking Overdue & DPD In Cibil.
* Preparation of Approval Deal Memorandum & Generate Credit Appraisal Note (CAN).
* Strictly following Go Green by Uploading, CIBIL, Guarantor Docs, Approval Mails and all Other Documents In System (Advance Suite).
* Preparation of MIS Data.
* Maintaining Office Records.
* Drafting Mails & Reverting Mail for Further Process Maintaining Monthly Audit Report.
* Maintaining Verification MIS Tat Report.
* Maintaining Tracker of Verification & FCU Maintaining (Personal Interview) Report With Respective Clients
* Disburse The Cases As Per The Sanction Condition.

**DECLARATION:**

I do hereby declare that the particulars of information and facts stated here in above are true, correct and complete to the best of my knowledge and belief.

**Place: Pune \*SANDEEP KUMAR\***