

CURRICULUM VITAE

ROHIT RANJAN
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CAREER OBJECTIVE

To achieve high career growth through continuous learning process and become a competent management professional.

WORK EXPERIENCE

Organisation- HDFC BANK LTD -	Worked as as Jr. Credit Officer on the pay roll off HDB Financial Services from 25th nov 2017 16 th nov 2019.
Pooja Finelease Ltd-	working as a credit executive/officer from 18 th nov 2019 to till now.

JOB PROFILE

Credit Appraisal of loan application (Personal Loan, Two wheeler loan) within defined guidelines
Underwriting and processing of loan applications within TAT as defined policies
Ensuring adherence to credit process and policies
Maintains and grow important relationship within the portfolio.
Ensuring completion of credit/KYC documents and verification- telephonic, field visit etc.

HDFC JOB PROFILE

Logins TWL & SBK Files, Underwriting and forwarding to Credit managers.
Auto and Consumer loan underwriting/preparing CAM
Assess the customers based on documents FI report,Bureau report and Tele-verification with the customer/Personal Discussion.
Ensuring that FI and approvals are done as per the turnaround time matrix of the bank.
Maintaining MIS report.
Providing backup support to credit managers for timely decisioning of cases.
Providing backup support to sales staff/managers.
Attending telephonic calls regarding sales staff/managers to resolve their queries relating to underwriting.
Bridging gap between sales staff and credit managers for smooth functioning of cases.
Conduct Training session for ROs/Relationship officers about consumer durable policy

ACADEMIC QUALIFICATION

Graduation (B.Com) from BRAB University Muzaffarpur.

Higher secondary(10+2) from B.S.E. Board Patna.

High school(10th) from B.S.E. Board Patna.

ADDITIONAL QUALIFICATION

Computer's Basics i.e. ms word excel

LANGUAGE KNOWN

Hindi & English

HOBBIES

Surfing on net, listening music,

PERSONAL PROFILE

Date of Birth	:	10/10/1989
Father's Name	:	Mr. Sanjeev kumar singh
Nationality	:	Indian
Marital Status	:	Unmarried

STRENGTH

Positive thinking.

Self confidence.

DECLARATION:

I hereby declare that the foregoing information is correct and complete to the best of my Knowledge and belief

Place: New Delhi

(ROHIT RANJAN)