

RESUME

SHAILENDIRAN A S
5/769, Marai malai adigal street,
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CAREER OBJECTIVE

A challenging and rewarding position in your organization which will enable me to use my talent, creativity, experience and ability to the maximum, and contribute to the growth of the organization as well as myself.

PROFESSIONAL PROFILE

- Experience of **1.4 years** in **Banking & NBFC sector**.
- Presently serving as a **Back office executive** in **Aeghen IT Support services**.

ACADEMIC PROFILE

Academic Qualification	Institute/University	Year	Percentage
Under Graduation (Bsc physics)	Sourastra college of arts and science (MKU)	2018	64.1%
HSC	Mangaiyar karasi higher secondary school	2015	63.1%
SSLC	Mangaiyar karasi higher secondary school	2013	79.9%

WORK EXPERIENCE

1. Worked as a **TWO WHEELER LOAN SENIOR SALES AND OPERATION EXECUTIVE** in **I PROCESS PRIVATE LIMITED GROUP OF ICICI BANK LIMITED**, Madurai from **July 2018 to August 2019**.
2. Worked as an **OPERATIONS OFFICER** in **ORANGE RETAIL FINANCE INDIA PRIVATE LIMITED**, Madurai from **August 2019 to December 2019**. (Laid off due to Company's unfortunate Situation)

Two wheeler loan Sanction Process:

- I have the experience of handling the other regional sales team and verifying the documents of other regional clusters such as Andhra Pradesh, Telangana, Karnataka and Kerala.
- Checking the Name on Preliminary Application Form matches with the name as per Photo identity proof and Signature (For individual & non individual) as per KYC guidelines.
- PAN No. of the applicant (Individual/Non Individual) verified from website.
- Checking CIBIL report available for all applicants and co-applicants.
- Checking all the categories of Sanction amount, Tenure, ROI, PF amount and Loan amount approved is as per the sanction authority in the Credit Approval and Authorization Module in sanction letter.
- Analyzing the profile – Checking whether it is a caution profile or risk profile or normal profile.
- Checking whether it is a salaried or non-salaried or business people profile & proceed according to it.
- Checking whether Own House Proof (OHP) is required for a particular scheme & looking up in concerned government websites.
- Comparing the quotation, Margin Money receipts (MMR), Invoice, Insurance & Checking whether those are original & valid.
- Verifying whether the agreements & its contents are properly written.
- Checking of National Automated Clearing House forms (NACH) or Cheque is properly filled.

Achievements:

- I have received many appreciations from my superiors for excellent customer service and Quick disbursement.
- I have received many appreciations from Business team for Quick disbursement without any errors.

Personal Strength:

- Good Interpersonal & Communication Skills
- Ability to build a team and create conducive environment to work
- Willingness to learn every day, Strive to succeed, Fast in every assignment.

Personal Profile:

Date of birth	: 11-Jan-1998
Father's name	: Manian A V S
Marital status	: Single
Languages known	: Tamil & English
Blood group	: AB +ive

I, **SHAIENDIRAN A S**, do hereby confirm that the information given above is true to the best of my knowledge.

Date:

Place:

(SHAIENDIRAN A S)