

R E S U M E

A. Personal Details

Name : **Paresh Ramesh Malgaonkar**

Father's Name : Ramesh Malgaonkar

Mother's Name : Sumitra Malgaonkar

Date of Birth : 27th February, 1984

Place of Birth : Mumbai

Residential Address : Panchsheel Bldg, Room No. 401,
4th Floor, 'A' Wing, New Land Street,
Dockyard Road (E), Mumbai – 400 010.

Contact No. : **9969313114**

E-Mail ID : paresh_pm@yahoo.co.in
malgaonkarparesh1984@gmail.com

Languages Known : English, Hindi and Marathi

Nationality : Indian

Marital Status : Married

Hobbies : Listening to Music, Reading Books

B. Educational Qualification

(All exams conducted by Mumbai Board / University)

Examination	Year	University	Class
T.Y.B.Com	OCTOBER 2015	Mumbai University	Pass
H.S.C.	FEB 2002	Mumbai Board	2 nd Class
S.S.C.	MARCH 2000	Mumbai Board	2 nd Class

C. Basic Computer Knowledge

1. Familiar with Computers ----- Ms Word, Excel, PowerPoint, Internet Explorer (MS Office).
2. Tally 5.4
3. MS-CIT Passed with 72%
4. Typing Speed English 40 W.P.M.
5. Typing Speed Marathi 30 W.P.M.

D. Positive Traits

- Creative Thinking
- Quick learner
- Confidence

E. Experience

Worked with ICICI Bank as a Credit Processing Associate from February 2016 to June 2016.

Key Responsibilities Areas

- KYC Audit
- FI Initiate & Follow up with vendors
- Making entry in LOS
- Making sanction letter
- Making Banking & spreads in salaried & SENP cases
- Co-ordinate with sales team

Worked with AHFL (Aadhar Housing Finance Pvt. Ltd.) as a Credit Process Associate in Credit Department & Operations Department since June 2016 to August 2020.

Key Responsibilities Areas

- KYC Audit
- CIBIL Check
- Tele PD & Preparing Recommendation
- FI Initiate & Follow up with vendors
- Making entry in LOS
- Co-ordinate with sales team
- Co-ordinate with Branch for documents pendency.

Worked with Q CONNEQT BUSINESS SOLUTIONS LIMITED for Tata Capital as a operation executive since May, 2022 to August, 2022

Key Responsibilities Areas

- NACH mandate
- Loan Disbursement
- KYC Audit

Working with SMFG India Credit Co. Ltd. (Formerly Fullerton India Credit Co. Ltd.) as a senior operation executive since December 2023 to till date.

Key Responsibilities Areas

- Handling Loan Closure
- Handling customer SMS (Customer communication team)

F. Objective

My credo is to pursue a career advancement, in wider areas of management through learning with humanity, serving with dignity and to grow with integrity.

Place : Mumbai

Date : _____

(Paresh Malgaonkar)