

CURRICULUM VITAE

AZARUDHEEN. A

CHENNAI - INDIA

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CAREER OBJECTIVE

To reach a level of excellence through indefatigable hard work, management methodologies, and committed approach to synergize hard work with efficiency to create outstanding and positive results with a scope to grow within the organization.

WORK EXPERIENCE

Working as Senior officer at Cholamandalam investment & finance compnay limited - Product Support team, Chennai-India from October 2021 till date.

Job Responsibilities:

- ❖ *Handling Disbursement MIS & Product Support.*
- ❖ *Daily basis circulates the Disbursement MIS for Business team.*
- ❖ *Follow up with branch close the issue with in a TAT.*
- ❖ *At the time of login the disbursement in TAB if any issues came, co-ordinate with branch to resolve it in a TAT.*

Worked as Senior Operation Executive at Indostar capital finance - Collection MIS team, Chennai-India from May 2018 to October 2021.

Job Responsibilities:

- ❖ *Quality checking for commercial vehicle.*
- ❖ *Loan Follow up and preparing the collection MIS.*
- ❖ *Daily basis circulates the collection MIS for Business team.*
- ❖ *Follow up with branch close the issue with in a TAT.*

Worked as Reconciliation Executive - Micro finance at Equitas small finance bank, Chennai-India from April-2015 to May 2018.

Job Responsibilities:

- ❖ *Disbursement reconciliation and MIS preparation for cash mode & Bank mode.*
- ❖ *Preparation of collection reconciliation report & reporting to business head.*
- ❖ *Reconciliation for advance EMI & Loan pre-closure*
- ❖ *Marking frequent follow up with branches to close the issues and clarifications.*

Worked as Process Executive at Cholamandalam Investment & finance company limited, Chennai-India from January-2013 to April 2015.

Job Responsibilities:

- ❖ Handling commercial vehicle finance disbursement team.
- ❖ Analysis the data quality of file.
- ❖ Making entries related to customer and loan details into database using Finn one software.
- ❖ Data analysis and retrieval through queries on database.

EDUCATIONAL QUALIFICATIONS

- ❖ Completed B.COM (cs) at K.C.S. KASI NADAR COLLEGE OF ARTS & SCIENCE- INDIA - 2012
- ❖ Completed Higher secondary in K.C.SANKARALINGA NAGAR- INDIA - 2009

COMPUTER PROFICIENCY

- ❖ Good in MS-EXCEL
- ❖ Able to work internet Applications
- ❖ Expert in typing skill.

PERSONAL STRENGTHS

- ❖ Honesty and Integrity.
- ❖ Good communication skills.
- ❖ Fast Learner and Pro-active.
- ❖ Flexibility and Adaptability.
- ❖ Flair for attaining knowledge.
- ❖ Responsible Attitude.
- ❖ Decision making at the hour of need.
- ❖ Goal oriented, Results achiever, Meeting deadlines.
- ❖ Ability to work both individually as well as a team.
- ❖ Optimistic attitude with a skill to promote a positive working environment

PERSONAL DETAILS

Father's Name	:	Anwar Basha. S
Date Of Birth	:	06 September 1991
Gender	:	Male
Marital Status	:	Married
Religion	:	Muslim
Nationality	:	Indian
Passport No.	:	U8008899
Passport Status	:	Valid Till 2030

CHARACTER REFERENCE

I hereby declare the above-mentioned details are true to the best of my knowledge. I would like to work as one of the most successful employees of your esteemed organization.

AZARUDHEEN. A

