



DEEPALI PARDESHI

Sr. Officer - Credit Control
Documentation

ABOUT ME

An articulate communicator who can fluently speak the languages of both people and technology, blending technical expertise with exceptional interpersonal skills.

I am known as a proactive person by my former managers. I get adapted to new things easily; always open for change and learning.

I am someone who is keen on minute details. I always pay in depth focus on my work. I am a person who can balance professional and personal Life.

CONTACT ME

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COMPETENCIES

- Credit Facilities
- Security Documentation
- MIS Specialist
- Training & Development
- Team Management
- Project Specialist

EXPERIENCE

APR 2015 – SEP 2019

Sr. Officer - Credit Control Documentation
National Bank of Fujairah

Prepare Facility Offer Letter/Loan Agreement and forward the draft to the concerned Relationship Manager for confirmation in accordance with the terms & conditions and credit evaluation and legal requirements.

Checking of Legal Documents, Facility Document, and Security Documents for SME

Maintain a record to track the movement of Facility documents from the time of receiving the Credit Application till final dispatch of the Facility Letter and related documents to the Business Unit. Start to end process to be managed and exercised strictly in terms of agreed SLAs.

Preparation of credit facilities and security documentation.

EMCR Data upload specialist

Prepare security Lodgement Forms for documents received from Business Units, complete the Lodgement Forms with all relevant details of security documents received to be lodged in safe custody Drafting Intimation Letters and Commercial Banking, Corporate Banking.

Checking of valid insurance policies

Sign and send intimation letter to guarantors at time of limit activation Maintaining MIS and daily track of documents

Coordinating with Insurance companies for validation of Insurance policies and assignments to the bank

Ensure strict compliance with turn-around times stipulated in Service Level Agreements.

SEP 2013 – AUG 2014

Senior Associate - Accounts payable
Maersk Global Service Centres

Processing all financial invoices and credit notes (received by vendors).

Identifying cost to enter into correct GL and Cost Centre.

Manage queries raised in terms of payments from approvers and vendors.

Liaise with approvers to get invoices paid on time.

Handle rejected invoices by approver.

Make sure all invoices are paid as per SLA.

Co-ordinate with the Pay runs team to deliver the payment on time to the Vendor once the invoices are approved.

Investigate in terms of queries and escalations.

Co-ordinate with the stake holders for process related concern.

To indulge in GEMBA with visitors

Ensure timely resolution of queries received from vendors for excess or short payment received.

Regular follow up with vendor as per payment terms, Accountability for invoices from vendors to be paid on time.

Timely changes in the vendor contracts if required.

Sharing the AP process highlights on weekly basis to vendors & country partners.

TECHNICAL SKILLS

Professional

CMS Banking Software

T24 Banking Software

EDMS Software

Professional

SAP

Live Link

Professional

MIS Reporting

Microsoft Office Suite



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CERTIFICATIONS

NSE's Certification in Financial Markets -
A Beginner's Module secured 86 marks.

NSE's Certification in Financial Markets -
AMFI- Mutual Funds (Advisors) Module
secured 62 marks.

PERSONAL DETAILS

Date of Birth
03 NOV 1986

Marital Status
Married

Languages Known
English, Hindi, Marathi

SKILL SUMMARY

Problem Solver
Quick Learner
Professional Attitude
Collaborator
Good Communication Skills
Liaison & Coordination

EXPERIENCE

MAR 2012 - NOV 2012

Reconciliation Income Specialist
JP Morgan

Monitoring the daily income charged to the Fund and its impact on the NAV.

Processing dividend, interest, tax, reclaims in the books of fund accounting once approved by the client.

Keeping a track of income related breaks and resolving them from the reconciliation tool.

Inputting tax reclaims in the fund accounting books as per the countries tax rate.

Responsible for timely sign offs to the clients.

Make sure all invoices are paid as per SLA.

Raising query with custody if incorrectly paid by custody and keeping a track if escalations required.

Additional Task:

Preparing MIS on daily basis to reflect the activities performed by the team.

Preparing MIS to keep a record of daily amount of Income breaks.

Downloading and preparing daily worksheet for the team to work upon.

Allocating breaks to the team.

To keep a tab on Fast meetings to be conducted daily.

Providing with basic training to new joiners on the floor.

MAY 2011 – NOV 2011

Assistant Manager
Sankalp Pratishtan

Coordinate with website developers.

Arrange for meetings at the office.

Coordinate with the media/reporters/journalists.

Maintaining minutes of the meetings.

Coordinate with CA for cross check of accounts operations.

Drafting cheque(s) and keeping records of the same, making payments.

JUN 2008 – MAY 2010

Assistant Manager
Sai Shakti Construction

Drafting Quotations.

Keeping records of materials.

Keeping records of Labour work hours and wages.

Managing Bank work, etc.

AWARDS

CHAMP of the Month

for performing best within the team members and improving the SLA. Earned within 6 months in the system

General Proficiency Award

for performing beyond expectations and handling FI process

EDUCATION

Post-Graduation - Finance

Year: 2011, Mumbai University, Grade: A+

Bachelor of Commerce

Year: 2007, Mumbai University