

RESUME

MANJIRI VINAYAK PENDSE

Residence Address:

Flat No: 401, Building No 25,
Al Nahayan Camp, Abu Dhabi.

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Mob: +971 50 305 7721



PROFESSIONAL SYNOPSIS:

- 8+ years of professional experience in Home Loan, Mutual Fund and General Experience.
- Exposure in Home loan process, Loan sanction & disbursement
- Current and Saving account opening.
- Meet with applicant to obtain information for application and to answer question about the process
- Analyze applicant's financial status, credit and property evaluations to determine feasibility loans.
- Obtain and compile copies of loan applicants, credit histories corporate financial statements, and other financial information
- Explain to customers the different types of loans.
- review loan agreements to ensure that they are complete and accurate according to policy

Work Experience:

Company: State Bank of India
Role: HL Quality Officer
Date of Joining: 29 Jan 2019 to 16 Jan 2020
Responsibility:

- Home loan process, Loan sanction & disbursement.
 - Home loan required documents follow up with RO's
 - Part disbursement follow up.
 - Daily Attendance of RO's
 - Handover nonperformance latter to RO's
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- Company : Axis Bank
 - Post : HL-Coordinator
 - Date of Joining : 04 May 2017 to 13 Jul 2018
 - Responsibility:
 - Mutual Fund, General Insurance
 - PRPP form Update
 - Daily Attendance of RO's
 - Fallow-up of disbursement & commitments of 7 branches on daily basis.

- Completing all formalities of new joiners.
- Handover nonperformance letter to RO's
- Company : IDBI Bank
- Post : Sr. Sales Executive
- Date of Joining : 27 Jun 2012 to 02 Nov 2015
- Responsibility:
 - Mutual Fund, General Insurance
 - Current and Saving account opening
 - Bank locker process update on daily basis & maintain register

Academic Profile:

Sr. No	Qualification	School / College	Year of Passing
1	M.A	Vasantrao Naik Government Institute of Arts and Social Sciences	2012
2	B.A	R. S. Mundle Arts & Commerce College (Nagpur University)	2011
3	H.S.C	Bhide Girls School Nagpur (Maharashtra Board)	2007
4	S.S.C	C.P. & Berar High School, Ravinagar, Nagpur	2005

Computer Proficiency:

- Operating System: Windows 10
- Application: Microsoft Office- Excel, Word, PowerPoint.

Language Known:

- Marathi, Hindi, English

Personal Details:

Name : Manjiri Vinayak Pendse
 Date of Birth : 25th Aug 1986
 Gender : Female
 Nationality : Indian
 Marital Status : Married
 Passport No : Z5263914
 EID Number : 784-1988-3288523-6

Self-Declaration

I hereby declare that the information furnished by me is true and correct to the best of my knowledge and belief.

Date: 03 Aug 2021

Your's faithfully

Place: Abu Dhabi

(Manjiri Vinayak Pendse)