

Thamizharasan Radhakrishnan

Address: 3/175 A, Ramasamy Nagar,
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Ariyalur-Dt(PIN-621714)

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OBJECTIVE

To execute the basic knowledge gained through education and my experience to improve the potential in the workplace for the development of the organization and that would provide scope for individual development.

WORK EXPERIENCE

Around 5 Years.



From the trusted family of HDFC Bank

Have been working as Gold Loan Executive at HDB from Aug- 2018 to till now Vridhachalam Branch.

Responsibilities:

- ✓ Coordinate with branch sales team and support BSM, SMs for lead conversion. Tele-calling / follow up on leads given by sales team and Corporate office
- ✓ Coordinate customer walk in branch. Explain product details to customer and suggest scheme based on need analysis
- ✓ Conduct self-gold valuation and inform gold loan amount. Manage external gold valuation process i.e. interacting with valuator making sure that the process is followed
- ✓ Update valuation details in system i.e. Gold portal and loan booking system. Ensure loan processing completed within stipulated TAT.
- ✓ Custody of gold packets in the office, record it as per process Raise Payment Request / Cheque Disbursement, record it as per process. Arrange to send the complete file to COPS as per process.
- ✓ Manage Related MIS, interface with COPS, regional teams as might be required.
- ✓ Co-ordinate with central tele calling team for collections / follow up for payments from overdue borrower.
- ✓ Prepare data and information for making regular report data analysis

Had worked as Junior Executive at Muthoot Finance Jul-2016-May-2018 West Mambalam Branch, Chennai & JE (Admin) Regional Office, Chennai South.

Responsibilities:

- ✓ KYC Entries in CBS/CRM
- ✓ Responsible for processing/documentations of loans & other financial services.
- ✓ Responsible of cross selling of all products and achieving of individual and branch targets.
- ✓ Manage agendas/travel arrangements/appointments
- ✓ Make Vouchers through our CBS Software & sent Payment to Vendors.
- ✓ Verify that all outgoing cheques were properly signed, accounted for and posted to the correct accounts.

Had worked as Corporate Sales Executive at Vodafone in Chennai from Mar 2014 to Nov 2015 under Forte Solutions.

- ✓ Lead generation with corporate companies
- ✓ Follow-up them & convert into our network
- ✓ Continuous service to fulfill their needs & satisfaction

EDUCATION

2011 – 2013

MBA – 67% (Marketing & Systems) Master of Business Administration, SVCCAM, Coimbatore. Affiliated to Anna University Chennai

2008 - 2011

B.Sc – 69% Bachelor of Computer Science, Government Arts & Science College, Ariyalur. Affiliated to Bharathidasan University, Tiruchirapalli.

COMPUTER KNOWLEDGE

Operating Systems: Windows XP, Windows Vista, Windows 7,8 & 10.
Package : MS- Office.
OS & Software Installation

PERSONAL DETAILS

Father's Name : N. Radhakrishnan
Mother's Name : R. Vasantha
Date of Birth : 17-03-1991
Gender : Male
Marital Status : Married
Passport No : L2568060

DECLARATION

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

Place : Sendurai

Yours Faithfully,

Date :

(THAMIZHARASN R)