



SHARATH P S

Operation Executive

Self motivated, looking to grow by continuous learning while contributing as long term asset of organization.

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WORK EXPERIENCE

Operation Executive / Credit Process Analyst Suryoday Small Finance Bank Ltd

27/12/2021 - 31/12/2022

Achievements/Tasks

- Maintaining login, MIS with Co-ordinate with vendor for reports
- Presently handling Micro housing loan product of Loan ticket size is from 2.00 lakhs to 20.00 lakhs
- Managing the vendor's bills and coordinating with them to getting reports on time and clearing vendor bill on time.
- RCU initiation, Company verification through CPV, Verification of KYC through related KYC links, Domain Check and Employee verification.
- Excellence in managing the loan application to disbursement end to end process in a seamless manner

Relationship Officer Muthoot Finance Limited

15/06/2020 - 01/10/2021

Achievements/Tasks

- Verifying KYC of customer entering details Consumer Relationship Management Application.
- Gold Appraisal, Verifying the gold whether it is 916 ,Low Quality or Spurious.
- In Core Banking System (CBS) updating gold items, and check loan eligibility, disbursing Loans.
- Balancing of multiple task like cash handling, Loan disbursement and OTC product Canvas.
- Forex, Western union portal, Domestic money transfer.

EDUCATION

Master's of Commerce Mangalore University

09/2017 - 09/2019 Specialization - General Studies

SKILLS

Team Player

MS Excel

MS Word

MS PowerPoint

Adaptive

Email Skill

ACHIEVEMENTS

Represented Mangalore University in National game(Hockey).

LANGUAGES

English

Full Professional Proficiency

Kannada

Full Professional Proficiency

Hindi

Full Professional Proficiency

Malayalam

Full Professional Proficiency

Tamil

Full Professional Proficiency

INTERESTS & HOBBIES

Hockey

Football

Traveling

I am elated to inform you that I can join immediately in your organization. I assure you that I will utilize my professional experience and skills to the benefit of the organization