

FAZILA E A

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Banking Professional with more than 6 years expereince in Retail Assets Credit and Operations



Muthoot Finance Ltd. is a largest gold financing company in the country. The company also offers foreign exchange services, money transfers, wealth management services, travel and tourism services , various loans etc.

Position Title : Senior Admin Executive – Kochi.

Duration : Mar'19 – Feb 22

Products Handled in AXIS BANK & Muthoot finance:-

- Home Loan
- Loan Against Property
- Personal Loan
- Car Loan
- Secured Bussiness Loan
- Unsecured Business Loan
- Two Wheeler Loan

Key Result Areas :-

- Handling login as well as disbursement based on scanned images for PAN India
- Communicating login and disbursement queries to Channel partners
- To check the CIBIL & CRIF score to understand the Credit worthiness of the customer
- Follow up with locations for Query clearance for faster process .
- Ledger posting in Core banking system and Manual Ledger on daily basis
- Follow up with locations for physical files
- Management of NACH registration as well as EMI presentation on Monthly basis
- Co-ordination with Audit and finance Team to send reports and MIS
- Bank Reconciliation

Systems Handled :-

- LOS/CAS
- Finnone
- Trace
- CBS
- Business Loan Module



Axis Securities Limited (ASL) is a subsidiary company of Axis Bank Ltd. ASL is engaged in the business of marketing and selling financial products of the Axis Bank Limited. such as – Home Loans, Auto Loans, Personal Loans etc.

Position Title : ADMIN OFFICER

Duration : Oct'15 to Mar'19

Key Result Areas :-

- Management of Pre & Post disbursement activities of PL/AL/HL/LAP products
- Communicating disbursement discrepancies to sales team
- Updating the data's in LOS /CAS system for disbursement within TAT.
- Handling PDD updation of Vehicle Invoice, Insurance and RC details in LOS.
- Handling First EMI presentation via Cheque for all products .
- Maintaining Disbursement MIS.
- Files need to be dispatched to Central Office post disbursement
- Successfully without any closed month ends issues from Sales/Builder/ Associates
- Handling Home Loan PDD follow up with Vendor/ Agencies
- Ensured all Original documents are kept in Storage
- Handing over of Original property documents for closed loan customers.

Previous Experiences :-

May 2012 – Oct 2015

Company Name : Vigneshwar Aeromarine, Kochi
Nature of Work : Accounts, Administration and Customs Clearance

May 2011 - May 2012

Company : Indaids International , Kochi
Nature of Work : Accounts, Administration and Customs Clearance

May 2007 - May 2011

Company : Southern Naval Command , Naval Base, Kochi
Nature of Work : Worked as Clerk in Purchase Department of material division.

Computer Literacy:

Software : Microsoft Office, Typing Skills (Higher)

Academia

Qualification	Institution	Year of Passing	% of Marks Secured
BA Economics	COCHIN COLLEGE	2003	71
HSC	COCHIN COLLEGE	2000	60
SSLC	OUR LADY FATHIMA	1998	68

Personal details:

Date of Birth : 08-05-1983
 Gender : Female
 Languages Known : English, Malayalam, Hindi
 Nationality : Indian
 Address : Edapparambil, Post Naduvathu Nagar, Poochakkal, Kerala-688 526
 Visit visa : VALID Till 18-JUNE-2022

References upon request

Place: DUBAI

Date :

Fazila E A