

Paras Harwani

E-mail: parasharwani1997@gmail.com § Phone: +918696720412

WORK EXPERIENCE

Svatantra Micro Housing Finance
Corporation Ltd, Jaipur

June 2018 — Present

Senior Operations Executive

SMHFC is an affordable housing finance company, and our sole focus is to create a meaningful social change with access to housing for the low-income households.

Achievements/Tasks

- Ensure smooth operations of daily routine work to be carried out without any major hurdles and ensure that client [business] served well to carry on the daily operations. All these is to be carried within defined policy and procedures.
- Coordinating the concerned team and informed about the discrepancies and confirm once completed as well as Coordinating with respective team.
- Responsible for managing the Manager's cheques portfolio from printing, and maintaining the record of issued, cancel and pending manager's cheques and have control on the inventory and handle the complicated transaction.
- Have great understanding of HF Operation process including the back hand accounting entries and not limited only the system enhancement.
- In depth knowledge to handle the of Home Finance End to End process login till Disbursement.
- Coordinating with zonal manager to achieve the forecasted disbursement targets
- Providing regular feedback to the Zonal manager on measures to reduce the disbursement TAT.
- Training new disbursement officers on job role and responsibilities.
- Training disbursement officers on operational functionalities to smoothen the process.
- Handling complete disbursement process
- Processing disbursement request raised by disbursement officers
- Doing E- Franking of loan agreement
- Distribution of loan agreements to disbursement officers according to their location
- Follow-up with sales for disbursement pendency
- Follow-up with credit team for processing condition precedent

EDUCATION

BBA: Accounting and Finance

June 2015 — March 2018

Rajasthan University - Jaipur

SKILLS

Financial performance understanding
Excellent Communication
Leadership Skill
MS Office

LANGUAGES

Hindi - Native or Bilingual Proficiency
English - Full Professional Proficiency

REFERENCES

References available upon request.