

Curriculum Vitae

MAYUR VERMA

RZ-228A, Roshan Garden
Najafgarh, New Delhi – 110043
☎ M: +91-8010994490
Email id: mmvsoni@gmail.com
maayurverma@gmail.com

Objective

Looking for Some adventure opportunity to work within an environment where I can enhance my skills and knowledge and share Success with the company.

Educational Qualifications

- Completed Bachelor of Arts from Sunrise University

Professional Experience (Total- 09 Years and 03 Months)

I. Organization: (4 Years and 3 Months)

- Logicize IP LLP

Duration:

December 2020 till Date

Designation:

- Assistant Manager

Overall: As an Assistant Manager, I take care of IP Paralegal, Client Relations, and Docketing for logicize IP.

Responsibilities: Paralegal

- Trademark Search and Monitoring
- Trademark Filing in India
- Patent Filing in India
- Patent and Trademark Docketing
- Handling and Managing Global Patent and Trademark Filings through Foreign Associates (USPTO, EPO, JPO, AUSPat, IPONZ, etc.)
- Sending Periodic updates to clients regarding status update
- Handling Prosecution matters such as OAR submission, NOA/SOU Fee payments, etc.

Responsibilities: Business Development

- Handling a team of Sales Executives.
- Hot and Cold Emails to potential prospects and Monitoring.
- Handling Freelancing accounts for the company
- Leads Conversion
- Client Relations

II. Organization: (10 Months)

- IDFC First Bank

Duration:

February 2020 to December 2020

Designation:

- Branch Operations Manager (Credit Operations)

Overall: As a BOM, Handling All Operations Related Activities at Branch End and Taking Care of a loan File from Login to Disbursal and then Despatch and Raackon.

Responsibilities: Admin

- Support Branch operations by maintaining office systems and supervising staff.
- Facility Management For Branch Premises.
- Stationary and other Essential Goods Keeping and management Along with Inward and outward record Management
- Initiation of Purchase Order and Coordination with Asset Procurement Team for Hassle Free Delivery
- Ensuring office Decorum is Maintained as per SOP.
- Bookkeeping for any Financial Related activity.
- Maintaining Office Staff by Scheduling time to time training and guidance.

Responsibilities: Credit

- Performing Detailed Data Entry and submission file over to Credit Underwriting
- Initiation of Field Investigation, Legal and Personal Discussion.
- PD Visit and Clearance.
- Credit analysis for MBL Files.
- Credit - Underwriting check

Responsibilities: Operations

- Final Authorization (D2) of Loan Disbursement of MBL (Secured and Un secured), HL and LAP Files
- Non discrepancy check(1st Cut) and Clearance for Loan Files.
- Ensuring the quality of Files at OPS end and Booking as per policy.
- Managing Pre EMI & PF cheques Presentation at Branch end.
- Update the PDD in system and send to HO for final Updating.
- Co-ordinate with Credit and Sales for the quality of files.
- Maintaining disbursal related MIs for further consumption.
- Reconciliation of file related docs.
- Process stop payment.
- Internal Audit of loan Files/Dockets.

I. Organization: (2 Years and 2 Months)

- Indiabulls Housing Finance Ltd

Duration:

September 2017 to November 2019

Designation:

- Sr. Operations Officer (Central Operations)

Overall: Served as Team Leader in Welcome Letter Process and supported other processes from time to time

Responsibilities:

- Leading Welcome Letter Process on PAN India of all Products (HL/HE/LAP/OD/LOD And ILAP).
- Quality Checking of Loan Agreement and Co Ordination with PAN India Branches over LD Errors.
- Publishing and Removal of LD Errors VIA Galaxy and Finone
- Handling Welcome Letter and Loan Agreement Related Quires from Branches Across the country via email and CRM.
- Generation and Management of IMS (Indiabulls Mailer System)
- Quality Checking of Post Disbursement property documents/Subsi/PMAY/KYC`Q Management in finone.
- Generation of List of Documents.
- Initiation of Loan Disbursement/Refund of Home and Personal loan VIA Finone and Galaxy.
- Loan Papers (Property Papers) Docs Despatch on Closure/Maturity of Home Loan.
- Disbursement Reconciliation
- Internal Audit of loan Files/Dockets.
- Non discrepancy check/ DM/Sanction letter/ CAM sheet check.

II. Organization:(1 Year and 5 Months)

- Hindustan Coca-Cola Beverages Pvt-ltd.

Duration:

- March-2016 to August 2017

Designation:

- Console Officer (Admin Ops)

Overall: Worked as Console Officer in National Control Room Back office Performing Various Tasks of Security/Admin/ Facility Management.

Responsibilities:

- Admin Facilities management and co-ordination.
- IT Asset Procurement and Vendor Engagement/ Management
- P.O making and Release.
- Event Management.
- Assisting HR and other Departments for various occasions like interview / Gathering Meetings Etc.
- Coordination with Country Heads and VPs of India, Nepal, Bangladesh & Sri Lanka for Security Alerts over E-Mail
- Generating/Managing ID Cards (PVC) of New/Old Employees of HCCBPL.
- Handling Access card related query On Solus Access Management System and maintaining MIS of resigned employee.
- Data Compilation/interpretation and Report Generations of security breaches & system alarms.
- Collecting needful information of any incident that occurs in all India plants which could pose as a threat to HCCBPL assets and maintaining reports of such incidence with action taken and follow-ups.

III.Organization:(7 Months)

- Cartrade.com

Duration:

- Since Aug-2015 to Mar-2016

Designation:

- Sales Analyst

Responsibilities:

- Timely Visit to Various Auto Dealers regarding Dealer Empanelment.
- Docs Collection of Auto Loan Files Post Sales of used cars.
- Maintain MIS of Various data regarding sales/feedback and loan cases.
- Co Ordination with Auto Dealers over Leads and Business Quality
- Sales Support to Letter and Focus Executives.

Additional Qualifications:

- Diploma In ITES organized by Dr. Reddy's Foundation
- Diploma In Computer Applications from Samajik Suvidha Sangam by Delhi Govt.

Strong Point

- Microsoft Office(Word, Excel, Powerpoint, Outlook)
- A smart working individual with a sense of responsibility, and willingness to learn.
- Typing Speed in both Alphabet & Numeric With Upto 35 W/PM
- Good Knowledge of Hardware, Software, Installation, Networking

Hobbies

- Watching Movies, Internet surfing, &Listening Music.

Personal Details

Father's Name	:	Sh. Mehtab Singh
Date of Birth	:	31 Oct 1991
Nationality	:	Indian
Gender	:	Male
Marital Status	:	Single
Languages Known	:	English & Hindi
Current CTS	:	4,62 LPA (38,500 In Hand)

Declaration-I hereby declare the above information is true, correct and complete to the best of my Knowledge and belief.

Date:

Place:

(Mayur Verma)