

SAMRAT SINGH BEDI

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CAREER OBJECTIVE

To attain an exciting full time position in an organization where I can apply my exceptional interpersonal & office skills, communication skills, extraordinary attitude for helping others, exceptional team handling abilities, incomparable self-efficacy, and resilience skills to help the organization in achieving its mission and vision.

KEY SKILLS & ABILITIES

- Office expertise & vast experience with clerical duties such as filing, sorting & distributing mails, answering calls & greeting clients
 - Advanced Computer efficiency in Microsoft-word, Microsoft-excel & internet
 - Multitasking, management skills & team Handling
 - Determined, motivated & goal-oriented & great reasoning & sound judgement and appropriate manner for work
 - Trustworthy, responsible, reliable & punctual, decisive & exceptionally good judgment
 - Great team player that can be depended upon in any situation
 - Very strong leadership & motivational skills, quick learner and executioner & work well independently as well with others
 - Willing appreciate suggestions & criticism & self motivated and able to accomplish the tasks timely with minimal supervision
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WORK EXPERIENCE

Cash 4 You Corp. (Cambridge, ON)

(11/2022-till date)

Financial Service Representative

- Selling benefits of ancillary services to customers, meet and/or exceed monthly sale targets and ensure all sales are correctly recorded, those being:-
 - a. Consumer loans
 - b. Optional Loan Protection Plan (LPP)
 - c. Western Union Send & Receives
 - d. Promotions
 - e. Store specific services
 - f. Collections over phone from defaulters
- Keeping proper records of cash flow and enter into POS & Cashing cheques quickly & efficiently
- Effectively managing operational, security, IT, privacy, and credit risk
- Understanding & executing all branch security procedures and importance of cash handling
- Daily maintenance and upkeep of store & successfully opening & closing the branch while completing all paperwork accurately

Kotak Mahindra Bank Ltd.

(12/2018 - 30/09/2022)

Deputy Manager (Legal)

- Apprising & suggesting the organization in all civil as well as criminal matters of litigation filed by the bank or filed against the bank

- Analyzing and filing various complaints against the defaulters (including complaints u/s 138 NIA, 156 (3) Criminal Procedure Code, Police complaints, *etc.*)
- Maintaining records of litigations, pending or disposed of, with regard to the bank

Shri Ram City Union Finance Limited

(07/2016 – 11/2018)

Legal Officer

- Drafting, analyzing & supervising legal opinions made by the advocates with regards to the properties in order to provide loan against property
- Managing and scheduling arbitration process in case of disputes relating the financial institution
- Coordinating and advising the Advocates in various litigations of the company pending at Hon'ble High Court and District Courts

EDUCATION

- Bachelor of Arts & Bachelor of Legislative Law from C.C.S. University, Meerut *(2011)*
- 12th from C.B.S.E. with 1st Division *(2006)*
- 10th from C.B.S.E. with 1st Division *(2004)*

INTERESTS AND HOBBIES

- Languages Known – English, Punjabi, Hindi & Bengali
- Interests – Write Poetry, Acting, Martial Arts, Singing, Swimming

Date:

Samrat Singh Bedi
(alias Sam.B)