

Behind Hotel Mansarovar,

Sumerpur, Pali,
Rajasthan - 306902.
Mobile :07665034666
ravindrasingh.4may@gmail
l.com.

Ravindra Rathore

CAREER OBJECTIVE:

Seeking for a career that would challenge my knowledge, abilities and skill. Which provide me ample opportunities for growth, along with the organization's growth.

WORK EXPERIENCE:

Organization : IndusInd Bank.
Designation : Officer-Cash & Remittance
Grade : Executive
Division : GBO
Period of work : 7 July 2014 to Till Date

ctc - 200000 Per Annum

Job Details : Working as a cashier in the Branch . Handle daily cash and take care of bank remittance. Along with this also take care books required to be maintained as per banking norms.

Organization : ~~HDFC Securities~~ Bank Ltd.
Designation : Contract Executive
Division : Sales Department
Period of work : 24 July 2013 to 30 May 2014

Job Details : Worked as a Contract Executive in a bank primarily for sales promotion. Core product is 3 in 1 Demant account and along with that also provide all banking products as per customers requirement.

Organization : ADFC.

Designation : Relationship Manager
Grade : Personal Banker
Division : Classic Department
Period of work : 16 July 2012 to 31 March 2013

Job Details : Worked as a Personal Banker for the Classic customers of HDFC Bank. Providing all account related information to them on phone. Also provide them banking services as per their need.

Other Responsibility : Take Care of all the Vendor Bills, Cheque Issue, and New Offers for Bank and Other related offers. Also check in the system as per the KYC norms any requirements. Other than that have to meet the KRA of Life Insurance & General Insurance and other Loan products.

Organization : Mittal & Associates
Designation : Junior Auditor
Period of work : 1st Nov 2010 to 31st Jan 2012

Job Details : Working with a Chartered Accountant Firm , where I have audited LIC, South West Mines , Hotel Etc. Also assist for project financing in prepare Budgets , Gathering Price confusions ,Future revenue chart for 3 or 5 years , MOA & AOA for Firm Etc.

Other Responsibility : I handle the MS work of the Team which define our work chart on monthly,weekly and even daily Basis. Also allotted some Management job for hotel for handling events .

Organization : Shivangi Motels Pvt. Ltd
Designation : Cashier / Account Assistant
Period of work : 1st July 2008 to 31st Oct 2010

Job Details : Working as a Accountant assistant , where I have prepare and maintain account for the company on daily basis. Also handle cashier work in restaurant.

Achievement : After serving more than 2 year I have been promoted to a Chartered Accountant firm Mittal & Associates on the basis of good hold on accounts .

EDUCATIONAL QUALIFICATIONS:

Professional:

Education	Board/University	Percentage
PGDB	IFBI Ahmedabad	65%

— full time

Academic:

Education	Board/University	Percentage
B.Com	JNVU Jodhpur	49 %
12 th	CBSE Board	61%
10 th	CBSE Board	50 %

— full time

SKILLS:

- Proficient in Microsoft Office (Excel & Access).
- Account Knowledge

EXTRACURRICULAR ACHIEVEMENTS:

- Played Table Tennis and Carom and won 2nd & 1st prize at collage level

HOBBIES AND INTEREST:

- Traveling.
- Listening to Music.
- Playing Snooker

PERSONAL DETAILS:

Father's Name : Mr. B.S.Rathore
Date of Birth : 4th May 1986 ✓
Sex : Male
Marital status : Married
PAN No : APDPR0167B
Residence no. : 02933-252678
Mobile No : +91-7665-034-666

Residence Address : Behind Hotel Mansarover, Sumerpur-
306902