

CURRICULUM VITAE

GAURAV SHARMA

H. No. 412 Barrichabootra

Kalpi-285204

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A self motivated, passionate and young person looking forward to a challenging and competitive team work in quest of assignment in Administration\Business Development with a high growth oriented organization.

An Overview

- A dynamic Finance Professional with 3 Years of experience in Accounts . Currently associated with Muthoot Finance Ltd. as Accounts Executive,
- Experienced in Finance module entailing Accounts, MIS and Operational Work.
- Adept managing all data and other development of business branches.
- Working knowledge of all latest computer software like MS Word, MS Excel, MS PowerPoint.
- Possess a flexible & detail oriented attitude.
- Adaptable and a quick learner with skills to work under pressure.

Working Experience

Company Name : Muthoot Finance Ltd.

Designation : Accounts Executive

Period : From June 2011 to till date

Job Profile

- Maintenance of Books of Accounts and Registers.
- Verification of collateral security pledged.
- Documentation and MIS & report maintenance.
- Preparation of all documents required for loan.
- Maintenance of KYC norms as per RBI guidelines.
- Disbursement of cash to customers of loan and other products.
- Day to day branch operational work.
- Daily basis reconciliation of statements with H.O.
- Keeping a check on daily expenses of branch.
- Making payment of daily and monthly basis expenses of branch.
- Safe keeping and monitoring of cash and valuables.
- Coordination with Banks.

- Preparation of BRS
- Helping in growth and development of business of branch.

Credentials

• **Professional Qualifications:**
M.B.A. (HR) from Sikkim Manipal University, Kanpur. in 2011.

• **Academic Qualifications:**
B.A from Bundelkhand University in 2008.

Intermediate from U.P. Board in 2005.

High School from U.P. Board in 2003.

Co- Curricular Activities and Achievements

- Regular participant in various literary and cultural events organized Periodically at school level.

Personal Dossier

Date of Birth : 3 May 1988.
Nationality : Indian
Marital Status : Single
Languages Known : English & Hindi

Reference:

Mr. M.K Singh
Branch Manager
Muthoot Finance Ltd.
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Declaration

I hereby declare that above information is correct to the best of my knowledge and belief.

Gaurav Sharma.

(GAURAV SHARMA)

PLACE: Kalpi
DATE: