**CURRICULUM VITAE**

**surendra . s. kamble**

Room no 26, jay bharat chawll no 20/21,

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# CAREER OBJECTIVE:

“To work in an organization that will provide an opportunity for growth and career building and to contribute to the organization’s goal by efficient performance.“

**ACADEMIC QUALIFICATIONS:**

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| |  |  |  | | --- | --- | --- | | **Degree** | **University/Institute** | **Year** | | T.Y.B.com | University of Mumbai | 2012-13 | | H.S.C. | Maharashtra State Board | 2007-08 | | S.S.C. | Maharashtra State Board | 2005-06 | |

**WORK EXPERIENCE :**

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| **NAME OF ORGANIZATION** | **DESIGNATION** | **PERIOD SERVED** |
| Cloud 9 Imagineering net works Limited | Wealth Manager finance | 20th  nov 2013 to still today |
| HDFC BANK | Operation Department two wheeler loan | One year |

**OTHER QUALIFICATION :**

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| * MS-OFFICE, ADV Excel, Tally 9.. * Professional Diploma in Computer Accounts & Finance. * U Square, Recruitment Management, * Human Resource Manager |

**JOB PROFILE:**

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| **Key Assignment** :   * Preparing Credit Appraisal Memo’s for Business Loan. * To check all documents as per the policy & procedures of the organization. * Review financial position & all other documents attached which includes Balance sheet, Profit & loss A/C, ITR, Auditors report, Form 16 and all other KYC documents. * Anayalise assets liabilities bifurcation of secured and unsecured loans in balance sheets. * CIBIL data in online. * Plotting the Banking, Salary Slip Snapshot, Loan RTR in Business Loan CAM. * Plotting the Banking, Financial (ITR), Loan RTR in Business Loan CAM * Keep record of share markets updates, stock, holding. * Keep manually record and notify day to day trading in books of accounts * Preparing & filing of TDS, service tax, VAT returns. * Preparation, audit of books of accounts. * Online filing of income tax returns of individual & companies. * Working as an Underwriter & Preparing Credit Appraisal Memorandum i.e. CAM for Business Loan department. * Resolve Branch and PSD Query at the Time of Disbusment .. |

**SKILLS AND ABILITIES:**

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| * Hard working.smart working. * Analytical frame of mind. * Good strengths of understanding, thinking and actionable. * Good team member. * Good communication and inter personal skills. |

**PERSONAL INFORMATION:**

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| Name | | Surendra Sudhakar Kamble |
| Father Name | | Sudhakar Dhakttu Kamble |
| Mother Name | | Rasika Sudhakar Kamble |
| Date Of Birth | | 26th July 1990 |
| Gender | | Male |
| Marital Status | | married |
| Nationality | | Indian |
| Language Known | | English, Hindi, & Marathi |
| Hobbies | Listening to music , Traveling, Playing Games, , Reading Books etc | |

### Declaration:

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Place:Mumbai Surendra Kamble