From,

***DHIRAJ KUMAR SRIVASTVA***

S/O

Satya Prakash Srivastava

Vill- kushami, Po- Tenua

Gorakhpur (273212) U.P.

Mob. 09795873479/955989066

**Sub::** Application for the vacancies in your reputed company.

Dear Sir,

I **( Dhiraj Kumar Srivastva)** presently am working in **Shriram City Union Finance Ltd.** I got some information in your well-esteemed organization about some vacant position through some reliable sources.

So you are kindly requested to pay your kind attention on attached on my profile and do the needful. I hope that I will get your positive response in this matter.

Thanking with regards

**(Dhiraj Kumar Srivastva)**

**Encl:** Two-paged resume attached

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| my photo  DHIRAJ  KUMAR SRIVASTAVA  ***Contact Information:***  **Local Address:,**  C/O  Bairister Tiwari.  Pandyaratan bang, chittupur,  Chandua satti, Varanasi (221002) U.P.  Mobile: **+91-9559890666**  +91-9795873479    ***Permanent Address:***  Vill - Kushmi,  P.o. – Tenua,  Dist- Gorakhpur. (273212)  Uttar Pradesh.  **Email:**  [dhiraj0387@gmail.com](file:///C:\Documents%20and%20Settings\admin\My%20Documents\Downloads\dhiraj0387@gmail.com)  ***Personal Data:***  Father : Late S.P.  Srivastava  DOB : 3rd Feb. 1987  Sex : Male  Nationality : Indian  Marital Status : Unmarried Languages Known:English, Hindi ***Hobbies:***    Playing Carom, listening Music, Reading News Paper, internet surfing, Eco-friendly activities | CURRICULUMN VITAE  Objective  To enhance my skills as a professional in work field & to imbibe skills that help me give growth along with company’s growth.  Professional Experience  Currently working in Shriram city union finance ltd. As operation & Account incharge at VARANASI Divisional (UP 4) office since Sep 13 to till date but joined in company from Sep 2010 as Junior Executive.  Job Responsibilities as Operation In-charge (From Sep13 to Till date)   1. Ensure all accounting entries are completion on a timely manner based on stipulated guidelines and policy rules. 2. Ensure that all invoices (bills) are submitted in their applications immediately upon completion. 3. Verify and validate invoices/bills documents provided. 4. Prepares payments by verifying documentation, and requesting disbursements. 5. Ensure that all pending invoices are being followed up timely. 6. Handle customer’s complaint and all accounts and operational related enquires within 24 working hours. 7. Conduct regular divisional meeting cum tanning (MRM) briefing to share common error, preventive measures for syndication etc. 8. Share and brief all branch accountants/operation on new account/operation updation in software. 9. Performs any other duties as assigned by superior/management.. 10. Control the costs to operate the account and collection functions.   Job Responsibilities as Branch Accountant (From Apr-12 to Mar-13 )   1. To record all transactions relating to branch like receipts, payments. 2. Co- ordinate with other back office team and branch RE’s to Hand over the cash to the branch and depositing the same into bank. 3. Preparing Branch Closing Reports on monthly basis and sending to Regional office. 4. Controlling Revenue leakage of the company. 5. Controlling the Branch expense. 6. Handling the Branch Administration. 7. Customer Query/ Complains Resolution. 8. Monitoring the RC updation / Branch 1/2/3 Pdc Bouncing Case and their follow ups. 9. Any job/ responsibility assigned by immediate boss/manager.   Job Responsibilities as Junior Executive at Branch (From Sep 10 to Mar-12 )   1. Taking care of All Branch logins and their Field investigation. 2. Sending delivery order to the dealers and their recoding. 3. Punching All TW proposed agreements and sending the same for disbursement at zonal office. 4. Punching the All Branch bills 5. Punching the RC in the System after verifying HPA on the Same. 6. Preparing Branch Closing Reports on monthly basis and sending to Regional office.       Professional Qualification  **Certified Professional Accountant(CPA)**  From National institute of finance and account **(NIFA)** Gorakhpur.  **Academic Record**  **B.Com**     * From Gorakhpur, university (2004 - 2007)   **Intermediate**     * From U.P.Board, Allahabad ( 2004)   **High school**   * From U.P.Board, Allahabad ( 2002) |
|  | 1. Customer Query/ Complains Resolution. 2. Any job/ responsibility assigned by immediate boss/manager.   **Awards & Achievement**  Best candidate in Scoute & Guide in 1997, 1999.  **Computer Proficiency**       * Microsoft Office. * Microsoft Windows 98/ XP / Vista/Windows7/Windows8.   Competencies   * Good learner, Willingness to accept responsibility. * Ambitious and committed to excellence. * Problem solving and coping with pressure.   Skills  Leadership skills, Team work.  Declaration  I confirm that the information provided by me is true to the best of my knowledge and belief.  Place :  Date : **(Dhiraj Kumar srivastava)** |
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