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| **CAREER OBJECTIVE** |

To work with dedication for the growth and expansion of the Organisation and also looking for the enhancement of my knowledge and my career

**PROFESSIONAL WORK EXPERIENCE & RESPONSIBILITIES**

1. **Nirmal Bang Financial Services Pvt Ltd.( November’14- August’15)**

**Role:** Executive

**Department:** Finance and Kyc Department

* Oversee RBI Compliance related matters of the NBFS department.
* Ensure timely conduct of internal audit and external audit.
* Ensure effective functioning of systems and processes in NBFC.
* Timely generation of reports and MIS
* Ensure Process Integrity.
* Preparing Collateral Report

1. **Rhenus Contract Logistics India Ltd. (April'14 – October’14)**

**Role:** Executive Accounts And Finance.

**Department:** Overseas A/c Reconciliation.

* Mainly Responsible for overseas Accounts.
* Maintaining Overseas Master data in the system on all India Level.
* To Prepare Outward Remittance Documents.
* Preparing Consolidate of overseas aging for all India Location and Preparation weekly summary on weekly basis.
* To send mails Of Receivable statement to concern overseas agent on monthly basis for confirmation.
* Maintaining overseas agent’s agreements and updating records.
* Bank Reconciliation
* Passing inward and outward entries in the Bank AC and Respective Branch.

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1. **Motial Oswal Securities Ltd. (Internship)**

**Project** : **Conversion money Payin client from offline into online mode**.

**Responsibilities:**

* In banking operations
* Study the mode of payment
* Collection of April 2012 data
* Separated online and offline mode of payment
* Offline payment mode taken as base
* Major banks are HDFC,CITI,ICICI Bank
* Clients had to be made aware of this online mode facility.
* Responsible for providing administrative support to customer service team

Professional And Technical Qualification

* Diploma in Export & Import Management from Welingkar Institute.
* Basic knowledge of MS Office word, Excel, PowerPoint.
* Pursuing Diploma in Banking, Investment and Insurance.
* NISM Examination Mutual Fund V A.

ACADEMICS

* M.B.A from Punjab Technical University (2013) with 1st Division
* B.Com from Mumbai University (2010) with 1st Division
* 12th from Maharashtra Board with 2nd Division.
* 10th from Maharashtra Board with 2nd Division.

PERSONAL INFORMATION

* DOB : 21th November 1989
* Language Known : English and Hindi
* Interests : Internet Surfing, Listening to Music & Traveling
* Gender : Female
* Nationality : Indian

**Priyanka Purohit**