

RESUME

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® 079-27461011

RAKESH ARVINDKUMAR CHOKSHI

OBJECTIVE:

To ensure personal, professional and organizational growth by working in a challenging and learning environment; where my experience and knowledge will be utilized.

ACHIVEMENTS:

- Sign MOU with HDFC Bank as Channel Partner for Commercial Vehicle Finance Behalf of MAS Financial Services Ltd.
- Receiptant of cash award for best performance in 1999,2000,2001,2003 at Gujarat Lease Financing Limited (Torrent Group)..
- Successfully Implementations VRS Scheme for Arvind Ploycot Limited (Arvind Mills Group) in 1995 & 1997.

EXPERIENCE:

❖ **PRIMIER FINANCIAL SERVICES** as **Propritor** Till date

Consultant for Finalisation of Accounts, preparation of Accounts
Specialist for co op society Account as well as small firm's Account
Service provide at your place as requested.

❖ Worked with **SHEETAL MOTORS PRIVATE LIMITED** as a **General Manager**
from December 2005 to May 2009

- Co-ordination with the branches across Gujarat.
- Co-ordination and follow-up with M&M & Finance Companies. for alignment, Process Smooth.(Dealer Point)
- Monitoring TAT(Turn Around Time) for Payment from Finance Company which vehicle sold by Finance..
- Future Cash Flow Analysis and Monitoring of Bank Fund Current Position & Liaison for Fund from other Banks.
- Analysis & Suggestion for improve efficiency & Business.
- Appointing Staff at H.O. and Branches, arrange for timely training.
- Reporting to M.D. on Day to Day basis.

❖ Worked with **MAS FINANCIAL SERVICES LIMITED** as a (COO) **Chief Operating Officer Finance & Credit** from June 2004 to Nov 2005.

- Co-ordination with the branches across Gujarat., Site Visit agency.
- **Prepare & Maintain Credit Screens.**
- **Analysis & Suggestion for improve efficiency & Business.**
- Authorization, Verification, Checking of daily disbursement..
- **Reporting to M.D. on Day to Day basis.**
- **Meeting & Liaising with HDFC Bank (Channel Business).**
- Monitoring for timely deposit of PDC in bank.
- Analysis & Monitoring of Bank Fund Current Position & Arrangement for Fund from other Banks.
- Follow-up with PDC collection and Recovery agencies **to meet the targets..**
- Preparing Branch wise Recovery Reports, Fore Closure Reports, recovery analysis for batter credit evaluation
- Future Cash Flow Analysis
- Ensure adhering to all process & maintain all documentation as well as successfully handling external & internal audits

❖ Worked with **Gujarat Lease Finance Limited (GLFL)** as a **Manager Finance** from July 1997 to May 2004.(**7 Years**).

Gujarat Lease Financing Ltd. (G/L/F/L) is one of the top five leading **NBFC** in India promoted by GLIC jointly with Torrent Group. GLFL is known for its resource mobilization capacities. It was having Fixed Deposit base of **Rs. 400 Crores** with over **3 Lacs Depositors**

ROUTINE WORK

- Looking after Housing & Fixed Deposit Customer accounts and solving queries
- Co-ordination with the branches across India for client's accounting matter.
- Authorization, Verification, Checking of daily payments, receipts relating to Housing Finance and Fixed Deposits.
- Scrutiny of Clients Accounts for Housing Finance & Retail Finance

- Provision entries at the year end i.e. provision for Interest on Deposit, NPA provision for Housing Finance Clients, Write Off entries for Housing Finance.

- Matching of Control Accounts
- Reconciliation of Bank Accounts, Client Accounts
- Maintaining Recovery Status of each client
- **Liasion with clients** for Long overdue and **NPA Accounts** fore closer. Report Submission to M.D. & G.M.

MIS REPORTING

- Preparing Branch wise Recovery Reports, Fore Closure Reports
- Preparing Aging Reports of various types like Branch Wise Aging, Month wise Aging, Client wise Aging
- Future Cash Flow Analysis
- Budget Data
- Processing Adhoc Queries
- Resolve customer disputes

Additional Charge of **Legal Division** including Case Filed under Section 138 & Civil Suits from Sep.'2000 which tracks movement in each from the stage of the filing of the case, each adjournments till conclusion of the case. All relevant reports are also generated from the system which smoothen the task of the lawyers and controls various types of payments.

❖ Worked with **Arvind Polycot Limited (Unit of Arvind Mills Ltd.) as Asst.**

Manager Finance & Systems from November 1984 to May 1997. (13 Years)

Leading Textile Group in India Known as LALBHAI GROUP

➤ **Asst. Manager Finance & Systems** **July'92 to June'97**

As a Asst. Manager Finance my Profile to Authorization, Verification, Checking of daily payments, receipts. Scrutiny of Payment Accounts, Matching of Control Accounts & Reconciliation of Bank Accounts, Cash Expense Accounts & Future Cash Flow Analysis, MIS Reporting to CEO & Conduct Meeting with various banks & Financial Institute.

As a Asst. Manager Systems my responsibilities include data flow analysis, feasibility study, data base design and Programming, I have to handle the job distribution to my fellow programmers. Other responsibility include negotiations with supplier and supervision of the routine work and co-ordination with other department.

➤ **Officer Finance & Systems** **Mar'90 to June'92**

Various type of MIS Reports on day to day basis relating to Purchase, Sales, Debtors, Excise, Dispatch, Production. Process all Reports , take Printing and backup on Daily & Monthly basis. Supervise Data Entry Operators & allot work to them, My work also included Data flow Analysis & co-ordination with user department.

➤ **Account Clerk**

Nov.'84 to Mar'90

Doing routine Account Dept work e.g. Voucher preparation,
Invoice Verification. Payment voucher checking.

EDUCATIONAL QUALIFICATION:

Degree/Course	Institute	Year of Passing	Board /University
B. Com	N.C.Bodiwala Commerce Collage	1984	Gujarat University
HSC(commerce)	Sarvodaya High School	1981	GSEB
SSC	Sarvodaya High School	1979	GSEB

COMPUTER KNOWLEDGE:

D.C.A. ,Oracle 8.0 & Forms 5.0 ,Unix Operating Systems, Clipper Programming, DBMS – Fox Pro Programming, Internet, Ms-Office.Tally ERP9

INTEREST:

Listening Music, Making Friends, Learning New Things, Reading, Visiting New Places.

LANGUAGES KNOWN:

Gujarati, Hindi, English

PERSONAL INFORMATION:

Date of Birth : 14th August, 1964.

Sex : Male

Nationality : Indian

Marital Status : Married

Passport No. : S2567669 Valid till 7th May,2028

REFERENCES:

I) **Mr. Saumil Pandya**
Vice President
MAS Financial Services Ltd.
Lease Financing Ltd.
Ahmedabad
Contact No. 098244 65553
5180

II) **Mr. Anil Zaveri**
General Manager
Gujarat
Ahmedabad
Contact No. 079- 2657

I hereby declare that the information given above is true and to the best of my knowledge.

Date:

Signature:

(Rakesh A. Chokshi)