

Madhav .K. Bhatt

,Shantipura, Ahmadabad, Gujarat

maadhav.bhatt95@gmail.com

+91-8530601501

With a willingness to explore my steps towards the progress would like to implement my knowledge and skills in my work and would aim to be an efficient employee striving for the betterment of the Company and self-development.

PERSONALITY TRAITS

- Calm and Focused person.
- Quick learner and can adopt working atmosphere easily.
- A self-motivated, organized and goal-oriented.

Work Experience

Current Employment Details:

Assistant Credit Manager

Jana small Finance bank

Job Description:-.

- Check Login File in System
- Initiate Technical, Legal, and PD
- Coordinate with Respected department
- Prepare FAT
- Recco case in system for sanction

Previous Employment Details:

Credit Officer

Capri Global Housing Finance Ltd

May 2023 To Aug 2023

Job Description:-.

- Check and Login File in System
- Initiate Technical, Legal, FI.
- Coordinate with Respected department
- Prepare CAM
- Disburse cases
- Cheque Handover Process AND RTGS initiate in System

Legal Coordinator

Kotak Mahindra Pvt Ltd

June 2019 to march 2023

Job Description:-.

- Run Case in LOS(Loan Organization System).
- Verified Documents and update in LOS.
- Coordinate with sales and operation department.
- Preparation of MIS for respective department.

Education

LLB (running)

Swaminarayan University - kalol, Gujarat

B.COM

Ahmadabad arts & Commerce College - Ahmadabad, Gujarat March 2015

H.S.C in Commerce

Shree R.R.Dwivedi Secondary & Higher Secondary School - Ahmadabad, Gujarat March 2012

S.S.C

Shree R.R.Dwivedi Secondary & Higher Secondary School - Ahmadabad, Gujarat March 2010

Skills / IT Skills

- Techno savvy and web friendly person.
- Carries proficiency over computer and can manage data with help of software's like M.S.Office, 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.

Signature & Date