

## Curriculum Vitae

---

**Name -:** Patel Harsh Sanjaykumar

**DOB -:** 13-03-1995

**Email Id -:** patelhrsh4@gmail.com

**Contact No -** 7567032552

### **Personal Statement-**

I am energetic, ambitious persons who have developed a mature and responsible approach to any task that I undertake, or situation that I am presented with. As a Professional with three years or more experience in management. I am excellent in working with others to achieve a certain objective on time and with excellence.

### **Career Objective-**

Looking forward to apply to an organization, in which I can assist in providing Finance, Legal Accounting solutions with my knowledge, qualifications and experience in legal and Compliance determinations. I am qualified in advising the organizations, in implementation of corporate structure, procedures, documentation and can help in advancing day to day activities for the organization.

### **Knowledge-**

- Having good knowledge of Banking, Accounting, Financial and Economics terms.
- Having good knowledge of all legal, regulatory, information security and compliance requirements.

In Depth knowledge of Companies Act 2013 and SEBI's rules and regulation.

### **Key skills and Competencies-**

- Analytical skills: - I have ability to analyses researching and summarizing Legal and Financial Documents & information.
- Administration skills: - I have strong organizational, time management and documents controlling skills.

### **Work Experience-**

**Company Name:** -L&T Finance, Ahmadabad (March 2016 to March. 2017)

**Role:** - Collection Officer

**Company Name:** - Kotak Mahindra Bank (April 2017 to October 2018)

**Role:** - Operations Executive

**Company Name:** - Axis Bank (March 2021 to July 2021)

**Role:** - Jr. Executive Loan Department

**Company Name:** - Jana Small Finance Bank (July 2021 to Present)

**Role:** - Operations Executive CASA & TD

### **Academic Credentials:-**

**Bachelor of Commerce** **2015**

Collage : - Narayanaguru College of Commerce

Institute: - Gujarat University

Percentage/Grade: - 48%

**HSC** **2012**

Institute: - GHEB

Percentage: - 53%

**SSC** **2010**

Institute: - GHEB

Percentage: - 53%

### **Qualification Highlights-**

- Excellent leadership, management, communication, interpersonal, intuitive, and analysis skills.
- Energetic and self-motivated team player/builder. At ease in high stress, fast-paced environments with emerging and multiple responsibilities.

### **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.

### **REFERENCES –**

References will be provided on request.

**Harsh S. Patel**

