

## Curriculum –Vitae

### **Hardik Mayurbhai Pandya**

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#### **Career Object :**

To achieve a higher level of Success with Hard &Smart work, Dedication and Devotion to the assigned job & opportunity growth of our self. Also willing to work as a key player in challenging & creative environment and take on task as a New challenges.

#### **Experience**

**1- Organization** : ASIAN GRANITO INDIA LTD.  
**Period** : Jan 2017 to till date.  
**Designation** : Credit Control and Marketing

#### **Responsibilities:**

- Managing the Collection
- Working with team for Achieving the targets & sales the experience.
  - Good understanding of the legal complexities of loans, payment plans, and interest rates.
  - Archive sales target.
  - Lead generation of local market and b2b sales development.
  - Maintain customer KYC.
  - Managing the sales ledger.
  - Check new customer's KYC and all financial statements.
  - Maintain customer's finance documents and match.
  - Account reconciliation and making entries.
  - Evaluating new credit request and conducting client credit checks.
  - Preparing statements and reports for the company accountant.
- looking East Zone,North zone & also doing all commercial work.

- Proper communicate the Existing Dealer & Sale Person
- Order to cash process client and Asian countries, account receiving and general entries.
- working in SAP and excellent in process and account receivables documents.

**2- Organization : Om Land Realty Pvt Ltd**  
**Period : Aug 2015 to Dec 2016**  
**Designation : Customer Representative & Collection Officer**

### **Responsibilities:**

- Accomplishment of assign task through the coordinated effort of team members.
- Managing the Collection customers to customers
- Working with team for Achieving the targets & share the experience.
- Proper communicate the Existing customers.

**3- Organization : V.H.ENTERPRISES PVT LTD Period**  
**: Sep 2012 to Aug 2015**  
**Designation : OTC Collection , administrations & Dispatch Assistant**

### **Responsibilities**

- Accomplishment of assign task through the coordinated effort of team members.
- All kind of office administrations work.
- Also doing collection work.

**4 - Organization : HDFC Bank**  
**Period : Feb. 2010 to July 2012**  
**Designation : Senior Recovery Executive.**

### **Responsibilities**

- Accomplishment of assign task through the coordinated effort of team members.
- Third buckets & hard recovery.
- Door to door collection's for hard recovery.
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### **Academic Qualification**

- B.Com. From, Gujarat University, A 'Bad.

## **Computer Skills**

- Basic knowledge of computer application, ,M.S Office ,Internet

## **Key Strength**

- Enthusiastic, 'CAN DO' attitude
- Willing to take initiative and accept responsibilities
  - Teamwork and collaboration
- Effective decision making.
- Good communication and Proactive attitude

## **Personal Details**

<b>Name</b>	Hardik Mayurbhai Pandya
<b>Father's Name</b>	Mayurbhai Pandya
<b>Marital</b>	Unmarried
<b>D.O.B</b>	22-7-1990
<b>Language</b>	Hindi & English

## **Declaration**

**I hereby solemnity confirm that all information furnished above is true to the best of knowledge & belief.**

**Date:-**

**(Hardik Mayurbhai Pandya)**

**Place:- Ahmadabad**