

MANPRITKAUR .A. SARDAR

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702/A MARUTI PLAZA NEAR SATYAMEV HOSPITAL CHANDKHEDA, AHMEDABAD, GUJARAT-382424

Objective

Seeking a position in the organization that provides me ample opportunity to explore & excel. While carving out the niche for personal, professional as well as organizational goals.

Skills

- Enriched with ability to learn new concepts within short span of time.
- Multilingual personnel proficient with English, Gujarati, Hindi, Punjabi.

Profile Summary

- Completed Bachelors of Computer Application (BCA) from P.P Chauhan institute – Gujarat University.
- Presently working in JANA SMALL FINANCE BANK in operations (from August 2019 to till date).
- Worked in INDUSIND Bank as a cashier (From March 2019 to 31st July 2019).
- Worked in JANA SMALL FINANCE BANK in operations (from February 2018 to March 2019).
- Worked as a Computer Trainee in Bhoomi Solutions (From April 2015 to May 2017).
- Worked as a trainee in CTECH Computer Education (from February 2013 to March 2015).

Organizational Skills

Name: JANA SMALL FINANCE BANK.

Designation: Loan Specialist officer

From : 02nd August 2019 to till date

Job Responsibilities:

- Processing files of personal loan, Home improvement loans, Agriculture Loans within the TAT.
- On T + 1 day the list of loans sanctioned on the previous day end to end process like

appraisal, documentation and disbursement process as per laid down process / policy.

- Checking of loans that have been logged but not sanctioned as well as to check proper TAT is maintained between logged and sanctioned loans.
- Fill up audit checklist and sending the same to supervisors on weekly basis.
- Preparing of audit reports and submitting the same to supervisor on periodic basis.
- Co-coordinating with branch / JC for accuracy of file processing within the TAT.
- Training new employees and team members regarding new products.
- Maintaining Record pertaining to audit perspective.
- Handled NACH clearance process.
- Accurate in handling data with excel.
- Checking of audit compliance from time to time.

Name: INDUSIND BANK -Shahibaug Branch(Ahmedabad)

Designation: Assistant Manager Post: Teller

From 13th March 2019 to 31st July 2019

Job Responsibilities

- **Handling cash transaction Error Free.**
- Managing daily Vouchers financial and Non-financial and sending to clearance cell on daily basis.
- Responsible to perform RTGS/ Neft and Transfer cheque processing.
- Handling walk-in customer Queries.
- Generating leads from walk-in customers, References and converting Leads.
- Daily loading cash in ATM and ATM Reconciliation in system as well as on Paper and maintain record of it.
- Maintaining all inventory pertaining to Vault and Cash.
- Handling Cash management at branch and co-coordinating with currency chest for remittance.

- **Handled Central Audit with Low Risk at branch.**
 - Taking report from Sales team and reporting to branch manager on daily basis with follow up.
 - Maintaining Record pertaining to audit perspective.
 - Taking EOD Reports on routine basis.
 - Preparing Cheque Sheet and sending to clearing cells.
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Name: JANA SMALL FINANCE BANK .

Designation: Operation Assistant Cum Cashier.

From : 14 Feb'18 to 6 March'19 .

Job Responsibilities

- Disbursements of Small Batch Loans.
- Disbursements of Group Loans with a group of 5 to 10 members
- Disbursements of Unsecured Personal Loans.
- **Gold Loans Disbursements from Lead Generation to Lead Convertor.**
- **Handling cash transactions Error Free.**
- Handling Service Quality, Administration.
- Taking report from Sales Team as well as Collection Team with complete follow-up.
- Maintaining DSR

Achievements

- **Promoted to Senior Officer within a span of 6 months.**
- **Performed 9-10 Gold Loans from Lead Generation to disbursement.**
- **Handled Audit with Excellent Remarks.**
- **Disbursed 80-90 personal loans/month.**
- **Performed more than 200 Small Batch Loan disbursements in a month.**
- **Obtained 4 rating out of five in 2018.**

Name: Bhoomi Solutions

Post: Trainee.

- Delivering lectures to students for Computers.
- Training students for competitive exams: CCC, DOEAC.

Name: C-TECH Computer Education

Post: Trainee Cum Front Desk Executive.

- Delivering lectures to students for Computers
- Training students for competitive exams: CCC, DOEAC.
- Handling walk in customers.

Hobbies:

- Travelling –Exploring New Places in India as well as Abroad.
- Reading- Interested in Reading History.
- Cooking- Interested in cooking new varieties.

Core Competencies:

- Team Co-ordination.
- Negotiation ability
- Adaptation & flexibility
- Disciplined, Dedication and Inclusiveness

Education

- Bachelor of Computer Application from PP Chauhan College Gujarat University with 57% in 2010.
- XII from Rotary English Medium school, Godhra, Gujarat Board with 64% in 2007.
- X from Saint Arnold High School Godhra, Gujarat Board with 49% in 2005.

IT Skills

- Operating System: DOS, Windows, Linux.
- Computer Applications: Ms office [Ms word, Excel, Power point , MS Access] 'C ' ,C++, JAVA, DOT NET.

- Project in 3rd BCA
- Organization: AMUL Dairy, Anand.
- Duration: 4 months.
- Project Title: Human Resource Management.

Birth Date : 19 May 1989

Declaration:

I hereby certify that the information is true to the best of my knowledge

Yours Faithfully
(Manpritkaur A.
Sardar)