

CURRICULLAM VITAE

Jayesh Mahavar

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Career objective

To constantly be a learning individual and to utilize my abilities in innovative and challenging assignments, in-turn creating additional value for the organization and achieve personal satisfaction.

CURRENT JOB RESPONSIBILITY:

VISAGE HOLDING & FINANCE PVT LTD (KINARA CAPITAL)

Designation : Seniour legal & Recovery officers
Duration : Nov - 2020.to Till date
Work Type : Handle Specific Hub For Recovery
: Review of Recovery, Tracking Every Delinquent 60 + Account
: Visit Delinquent 60 + DPD customers along with hub manager, recovery and Legal manager and strategics for PAR Reduction. Liaison with Regional legal Manager and ensure appropriate legal order are in palace for each Delinquent 60 + Account
: Ensure service service of LN, LRN, Arbitration notices, S138 notices, Award And all other notices / orders
: Repossession of Hypothecated Assets in co-ordination with Hub Team
: Out of Court Settlement of recovery matters wherever possible with approval Of internal authority
: Getting periodic PTP From 60 + Customers, ensuring follow up collection of The same

S V SERVICES AHMEDABAD

Designation : **Collection officers**
Duration : Jan-2019.to Nov-2020
Work Type : BAJAJ PERSONAL LOAN
: BAJAJ RBL CRADIT CARD

RUDRA PROFESSIONAL PVT LTD AHMEDABAD

Designation : **Team Leader (capital first, airtel,)**
Duration : Sep 2014.to Des-2018

Work Type : Experience in Delivery, and team handling
: Responsible for managing the team of telecallers & FOS
: Experience in handling multiple clients escalations/issues
: Focused more on Strategy planning and the targets

KHIMJI RAMDAS INDIA PVT LTD. Since 2011

- Presently Working With **Khimji Ramdas India Pvt. Ltd.**, Aslali, Ahmedabad as an **DLO (Distbutors Logistics OFFICERS)**, since April'11. **Khimji Ramdas India Pvt. Ltd.** is the Distributor for **Procter and Gamble (P&G) & Gillette** for Gujarat, with 37 Branches including HO all over North Gujarat. I had Joined as a DLO (Distributor Logistics Officer), After 5years I had Promoted as a DLO
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- I am responsible for day-to-day Branch Dispatch, Total Site dispatch, routine tracking & reporting to Main DLE/OM.
- I am also handling the branch Inventory and also make a Gold ICO (**Inventory Control Objective**).am also handling the branch Inventory and also make
- Our main aim in Logistic is Speedy delivery in effective cost. Combind total site inventory and reporting to OM & DLE.
- Local Transportation for Ahmedabad and Branch and Market delivery in proper time and effective cost
- Daily Base IRA (Inventory record Accuracy) with system stock with Batch code. Verify all Invoice stock and also prepare STN (as per branch order).
- Correct and proper warehouse. Ware house temperature and pest control.
- Coordination with All Admin of N.Gujarat All Branches for Local Van hire & Transportation.

Monarch Project & Finmarkets Ltd. since Dec 2009

Designation : Sr. Admin Assistance (Handling Gujarat – Till Date)
Division : Administration, Facilities & HR- Account related work.
Work Type : Infrastructure, Facilities, Payment, Report, Assets Coding etc...
Reporting To : Admin Manager

Work Areas:

- Handling all the activities pertain to Gujarat – Branch like Printing & Stationery, Assets, Visiting Card, ID card, Vendor arrangement, Purchase Order, Glow Sign Board, Software Entry, Courier entry, Telephone quarry etc...
- Responsible for the weekly and monthly MIS. (Monthly Important Statement)

- Responsible for maintaining the End To End TAT (Task At Time).
- Fully responsible for the House Keeping & Security the quality of output ,
- Co-ordination of CPA with sales, operations, account department etc
CPA with sales, Operations, Account Department etc
- Fully responsible for the Vendor Agency work, Service issues.
- Fully responsible for the Audit Compliance
- Fully responsible for the processes like Meter Reading, Courier entry, telephonic complains, cleaning issue etc.

• **RAJBARCODE SYSTEM PVT LTD. AHMEDABAD**

SINCE MAR 03/2007 – 06/2009 - (ADMIN EXECUTIVE & Logistic EXECUTIVE)

- To handle all activities related to Administration and Infrastructure.
- Coordination with all over Gujarat branches related with admin department.
- Coordinate with all Admin of Gujarat branches. Bill raise, Hotel booking and Ticket Booking. MIS report preparing.

Achievements:

- The MIS(Monthly Important Statements) Reporting is now standardized and is always at the right time
- The Escalation to the higher levels issue have almost become extinct
- Negotiation of rate quotations.
- The facilities volumes are now constantly touching high levels
- All the processes have now been defined in concrete terms and no more ambiguity remains
- Monthly training is been given to the Peon & Securities for fire system, Inward – Out ward materials, visitor entry.

Education

DEGREE	BOARD/UNIVERSITY	YEAR	MARKS
SSC	G.S.E.B	2008	50%
HSC	G.S.E.B.	2010	45%

F.Y. BCom	Gujarat University	2012	-
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Extracurricular Activities

Personal Details

Date of Birth : 02-March-1992
Gender : Male
Marital Status : married
Personality : Enthusiastic, Committed and Focused.
Strengths : Creativity, Consistency and Confidence.
Languages known : Gujarati, Hindi, English.
