

DIPESH G. LAKHTARIYA

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Mobile No: - 7600173017/8733943877

(Finance)

Career Objective:

Seeking a position that will utilize my talent to enhance the growth of the organization.

Academic Qualifications:

Education	Institute	Board/University	Year of Passing	CGPA/%
M.B.A	Centre for Management Studies Gujarat high court, Ahmedabad.	Ganpat University	2016 - 2018	6.22 (SGPA)
B.B.A	Som-Lalit Institute Of Business Administration Navrangpura, Ahmedabad.	Gujarat University	2013 - 2016	5.86 (SGPA)
H.S.C	Vidhyanagar Higher Secondary school, Bapunagar, Ahmedabad.	G.H.S.E.B	2011 – 2013	65%
S.S.C	Vidhyanagar Higher Secondary school, Bapunagar, Ahmedabad.	G.S.E.B	2010 - 2011	49%

Internship & Projects:

▪ **Summer Internships (MBA)**

Title: - **A Project Report on Customer Perception towards Loans and Advances Karnavati Co-operative Bank.**
Company: - Karnavati Co-operative Bank
Time: - 50 Days
Date: - 7th July, 2017

▪ **Project (BBA)**

Title: - **A Study on Citizen's Response for Swachh Bharat Abhiyan in Ahmedabad.**
Time: - 30 Days
Date: - 5th March, 2016

Co-Curricular Activities:

- I participated in **“PROTSAHAN 2016 & 2017”** in Business Quiz by the Ganpat University at Central for Management Studies- Ahmedabad.
- I participated in **“Inter Class Sports Test 2017”** in by the Ganpat University at Central for Management Studies- Ahmedabad.
- I participated in **“Drawing Grade Examination 2008/2009”** in Conducted by the Shreeji Madhyamik Shala-Ahmedabad.

Experience:

- **Axis Bank (On Roll)** **08/Mar/2022**
Assistant Manager (Operation CPC Customer Service)
 - Provide information and handled customer inquiries.
 - Handle & Resolve all customers' queries & complaints. Track all complaints & initiate corrective action, where required.
 - All request and queries completion with FTR.
 - Co-ordinate with central ops for foreclosure / statement of account/ pdc swap/retrieval of documents etc.
 - Feedback of customer and solved their problems.
 - Original Property Document hand over to customer.
 - Training of Team members.
- **Axis Bank (3.3 Years Running)** **28/Sep/2018 to 07/mar/2022**
Senior Operations Executive (Pay Roll: - Team lease)
 - File NDC
 - Maintain an Updated of the Disb-MIS Sheet
 - C-KYC Scanning
 - After Disbursement Dispatched of Repayment and File With Docket to RMC for Storage.
 - Deposit PRE-EMI Cheques and Collection Cheques to Bank also Collect Cash from Collection Team and Deposit same in the Bank.
 - Nach Mandatory and Systems Uploaded.
 - Post Disbursal Document Collection with Agency & Customer and Verification of Property Documents with Legal Reports.
 - Handover to Builder & BT-Resale & SBT Case DD to Agency and Preparing MIS and Keep Records of All DD Details of Handover.
 - Legal Audit of High Value Case in HL&Mortgage Loan
 - All File Movement on TAT Tracking System.
 - Home, Auto, Two, PI and CV File Dispatch in Trace System.
 - Update & Tracking the OTC /PDD MIS of Disbursed Cases.
 - DD Printing and Maintain Sheet
 - List of Document

- No Objection Certificate
- Auto, TWR, CV File Retrieval and Hand Over to Collection Team and Maintain Data
- Preparing and Drafting of Equitable Mortgage
- Disbursement & P-DOC Entry
- Training of New Staff Members

- **Vodafone House (6 Months)**
Assistant Audit Team
 - CS Audit.

10/May/2018 to 27/Sep/2018

Proficiencies:

Computer Skills:

- ✓ Profficient in MS Office & Tally
- ✓ Microsoft Excel
- ✓ Have a Good typing Speed & Accuracy

Key Skills:

- ✓ Banking
- ✓ Team Work
- ✓ Time Management

Hobbies / Interests:

- ✓ Travelling
- ✓ Playing Indoor Games

Personal Details:

Father's Name : Ghanshyambhai A. Lakhtariya
 Address : B/1, Shreeji Colony, NR. Ambica School,
 Viratnagar Road, Odhav,
 Ahmedabad-382350.
 Gender : Male
 Nationality : Indian
 Date of Birth : 7th, July, 1996
 Marital Status : Single
 Languages Know: English, Hindi, Gujarati

Declaration:

I hereby declare that all the information given above is authentic to the best of my knowledge and if further information is required I will be glad to furnish it.

I assured that I will do my work with good favour and dedication looking forward for your positive response.

Date:

Yours Sincerely,

Place: Ahmedabad

(Lakhtariya Dipesh G.)