

# Pritesh Patel

## CO-ORDINATOR

Detail-orientated Loan Department adept at making loan related decisions, managing deadlines and conducting team reviews. With expertise in analysis and quantitative problem-solving skills, dedicated to company growth and improvements.

## Work History

2021-11 -  
Current

### KOTAK MAHINDRA PRIME LTD, AHMEDABAD, INDIA.

#### CO-ORDINATOR

- Preparing and Developing MIS and Auditing MIS of channel.
- Verification of document of Two Wheeler Loan.
- Customer verification on call.
- Inspired each and every junior team member to perform and produce their best.
- Reported any problem or fault to the manager or supervisor.
- Providing training of Two Wheeler loan to new staff.
- Achieved service time and quality targets.

2020-01 -  
2021-11

### AXIS BANK LTD, AHMEDABAD, INDIA

#### CO-ORDINATOR

- Preparing and Developing MIS and Auditing MIS of channel.
- Verification of document of Two Wheeler Loan.
- Customer verification on call.
- Inspired each and every junior team member to perform and produce their best.
- Reported any problem or fault to the manager or supervisor.
- Files disbursement process.
- Achieved service time and quality targets.

## Contact

### Location

Ahmedabad, Gujarat-  
380058, India.

### E-mail

priteshp085@gmail.com

## Skills

### Customer-focused

- Accounting
- Work Management
- Team Management
- Microsoft Excel

### Communication skills

- Team building
- Loan related queries

### MIS Report

2017-07 -  
2018-08

**HINDUJA LAYLEND FINANCE LTD.**  
**AHMEDABAD, INDIA**

CO-ORDINATOR

- Preparing and Developing MIS and Auditing MIS of channel.
- Verification of document of Two Wheler Loan.
- Customer verification on call.
- Inspired each and every junior team member to perform and produce their best.
- Reported any problem or fault to the manager or supervisor.
- Providing training of Two Wheeler loan to new staff.
- Collaborated with team members to achieve target results.
- Achieved service time and quality targets.

**Education**

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**2013 - 2015**      **Bachelor of Commerce**  
*Gujrat University*

**2015 - 2017**      **Master of Commerce**  
*Gujrat University*