

# Riddhi Purohit

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**Seeking assignments in the field of administration in an organization of repute.**

## PROFESSIONAL SYNOPSIS

- ✓ A competent professional with 3 years' experience as account assistance.
- ✓ I was working with M/s Muthoot Finance since January 2010 to March 2012.
- ✓ I was working with M/s. India Infoline Pvt Ltd since October 2014 to September 2015.
- ✓ Currently I am searching for an organization of repute to associate with.
- ✓ Functional skills include:
  - Valuation of gold.
  - Cash transactions for customers.
  - Customer account management.
  - Money transfer and foreign exchange procedures.
  - Preparation of gold loan on the basis of gold valuation.
  - Preparing fix deposits.
  - Preparing all banking related documents.

## ACADEMIA

- ✓ **Degree of M.Com.** From Saurashtra University – Rajkot 2013.
- ✓ **B.Com.** from Saurashtra University – Rajkot in 2009.

## KEY RESULT AREAS

### Strategic Planning

- ✓ Valuation of gold and prepare a gold value report
- ✓ Prepare cash transaction related details and execute it
- ✓ Manage customer account and the safe deposit vault
- ✓ Educate customers about the gold loan and help them to understand and prepare loan related documents
- ✓ Preparing loan and providing the same to customers
- ✓ Keeping a track of executed accounts and to send information regarding various accounting details
- ✓ Bank statement preparation
- ✓ Branch related monthly reports preparation

## ORGANIZATIONAL EXPERIENCE

**October 2014 to September 2015**

**India Infoline Finance Ltd**

- ✓ Joined as **Assistant manager** in **Gold loan department**
- ✓ Total number of customers for gold loan increased
- ✓ Successfully achieved target of gold loan to customers

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**January 2010 to March 2012**

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**Muthoot Finance Ltd**

- ✓ **Joined as Account Assistance** in January 2010
- ✓ Increased the FD (Fixed deposit) amount significantly
- ✓ Successfully achieved target of selling gold coins to customers

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**Strengths**

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- ✓ I am a quick learner as well as good at communication skills with good leadership qualities. I can work in as both teamwork and individual
- ✓ Full of enthusiasm and always eager to face new challenges

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**Reference**

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1. Mrs. Sneha J. Bhatt  
Asst. Manager Accounts – Syngenta Services Pvt. Ltd.  
Pune, Maharashtra, India  
+91 94082 38029

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**Personal details**

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Date of Birth : 5<sup>th</sup> December, 1988  
Age : 34 years  
Address : F-304, Sanskaar Apartments, Behind Shalby hospitals, Opp. Karnavati club,  
SG highway, Satellite, Ahmedabad – 15  
Country Traveled : Thailand, UK  
Marital Status : Married

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**Declaration**

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I, Riddhi Purohit declare that above mentioned information is true and best up to my knowledge.

Signature: Riddhi Purohit

Place: Ahmedabad

Date: 4<sup>th</sup> April, 2023.