

Rinkesh Shah

E- Mail: rinkesh.planet@gmail.com

Contact: +919428564145

To obtain a meaningful and challenging position that enables me to apply my knowledge and skills and allows me to be instrumental in growth of the company.

Precise

- ⇔ An energetic, self-motivated & fast learning ability.
- ⇔ Work Accuracy and result oriented.

Summary

- ⇔ **Presently Working with Piramal Capital & Housing Finance LTD AS Branch Operation Manager Since 22th DEC 2021.**
- ⇔ **M.B.A with Finance** from Gujarat Technologies University, Ahmedabad in 2013.

Work Exposure

- ⇔ **26st Dec '13 To 31st Jan 2015 'with Kotak Mahindra Bank as 'Credit Process Associate'.**
 - Handling all Disbursement Process.
 - Login Process.
 - Making Financial Analysis Tool.
 - Analysis of Corporate and Individual CIBIL.
 - Analysis of Loan detail and Banking of Customer.
- ⇔ **1st Feb 2015 to 24th July 2015 with Axis Bank. As 'Credit Process Associate 'in Home loan Department.**
 - Login File to All Disbursement Process
 - Resolve the query of sales and credit as per case to case required.
 - I was doing entry in LOS, FI, and also make MIS for file status.
 - And also track plotted records, Latest last 6 month banking plotted in LOS and Credit CAM
- ⇔ **25th JULY 2015 to 4th JUN 2016 with Bajaj Finance Ltd. As a 'Assistance Operation Manager ' in business loan & loan against property (LAP)**
 - Handling all disbursement process of (LAP, BL, DL, GL , RCD, SALPL, PLCS)
 - Handling PD (Personal discussion) of (DL , SALPL , PLCS)
 - Making Credit approval Memo [CAM] as well as Disbursement Memo[DM] within the respective policy & Plotting of financial statements, Banking, Loans Track, Cibil Report of the applicant in the system to find out the eligibility.

Academia

MBA Finance
Gujarat Technology University
2013 with distinction.

BBA (Finance)
Sardar Patel University - Anand,
2010 with Second Class.

HSC (Commerce)
GSHEB -2007 with first class

SSC
GSEB – 2005 with pass class

Key Skills

- Analytical & Logical
- Teamwork
- Multitasking Ability

IT Skills

- *MS Office 2013.*
- *Tally 7.2*

Specialty

- Positive attitude
- Quick Learner
- Flexible
- Self-motivated
- Accurate
- Friendly nature

Personal Dossier

Permanent / Present Address

39, karma Vir Villa Society , Nr
Santram dairy Road , Opp Zalak
Restaurant , Canal Road , Nadiad.
387001

Date of Birth

16th march, 1990

⇔ **10th JUN 2016 TO 18th DEC 2022 HDB Financial Services Ltd AS Branch Operation Executive.**

- Handling all disbursement process of (LAP, EBL , PL , PLI , GL)
- Taking Care of File audit queries and maintain good audit scores, PDD tracking if any also i taking care of collection and maintaining branch portfolio.
- Taking Care of Branch Compliance and Branch Audit.
- Handling Customer Services and Satisfaction.
- Timely Vender Bill processing.
- Maintaining All Branch register.

⇔ **Presently Working with Piramal Capital & Housing Finance LTD AS Branch Operation Manager Since 22th DEC 2021**

- Handling all disbursement process of (LAP, HL , Used Car,)
- Taking Care of File audit queries and maintain good audit scores, PDD tracking if any And also i taking care of Emi collection and Accounting at branch.
- Taking Care of Branch Compliance and Branch Audit.
- Team Handling , Customer Services & Satisfaction.
- Timely Vender Bill processing.
- Maintaining All Branch register

Project Work

In M.B.A.

❖ Summer Internship Project

Topic: **Study of“RATIO ANANLSIS AND WORKING CAPITAL”.**

Location: Anand

Duration of the Projects : 1st June 2012 to 2nd August 2012

❖ Comprehensive Project Report

Topic: **“A STUDY ON FINANCIAL ANALYSIS OF THE STRUCTURE OF LOANS WITH REFERENCE TO BOB,SBI, ICICI, HDFC.”**

Location: Surat

Project & Report in B.B.A

- **Kaira District Co-operative Milk Producers' Union Limited (AMUL)**
Location: Anand
- **Ratio Analysis On NABSONS ENG COMPANY LIMITED**
Location : Anand

Personal Information:


- ☞ **Hobbies** Playing cricket , Movies ,Long driving
- ☞ **Gender** Male
- ☞ **Marital Status** Married
- ☞ **Language Known** English, Hindi, Gujarati

Reference:

- | | | |
|--|--|--|
| 1) Mr. Anuj Desai
Zonal Operation Manager
HDB Financial Services Ltd
Ahmedabad
(M): 9879533991 | 2) Mr. Arpit Shah
Zonal Credit Manager
Jana Small Finance Bank
Ahmedabad
(M): 9898136543 | 3) Mr. Dhaval Arrora
Unit Head of Working Capital operation
Kotak Mahindra Bank
Ahmedabad
(M) : 9979016009 |
|--|--|--|

Declaration:

I hereby declare that all the information and fact given above are true to the best of my knowledge and belief.



Rinkesh Shah