**ANKITA CHOTAI**

P1, Parthsarthi Avenue,

Shyam Tower,

Shyamal, Ahmedabad - 380015

**E-mail**: me.ankitachotai@gmail.com **Contact No.:** 91-8905406772

**CAREER OBJECTIVE:**

Seeking for a career opportunity in an organization that positively contributes to the growth of the organization which at the same time adds value to my growth as an individual.

**PROFESSIONAL EXPOSURE**:

**Company: VITAL CREATIONS LLP**

**Designation: Associate Manager**

**Tenure: July 2019 – till date**

* Work Duties:
  + - * + Accessing credit worthiness of the retail customers and setting the credit limit.
        + Processing and reconciliation of invoices in coordination with the accounts department.
        + Develop the credit control system in collaboration with Sales, Accounts and top management.
        + Improve and implement debt collection processes for overdue invoices or payments.
        + Establish and maintain regular communications with clients to facilitate periodic payments.
        + Make notifications in client accounts of interactions, such as payments or purchasing activities.

**Company: INDIABULLS HOUSING FINANCE LTD.**

**Designation: Management Trainee (Credit)**

**Tenure: May 2018 – June 2019**

* Work Duties:
  + - * + Accessing credit worthiness of the self-employed (Retail Category and Business) customers.
        + Reviewing financial data, appraisal reports, credit reports, verifications and documents as required.
        + Customer interaction for personal discussion which includes Business Verification and Visits too.
        + Evaluating and recommending the proposal for approval.
        + Analyzed information provided by clients.

**INTERNSHIP:**

**Company: UNITED SPIRITS LTD. (A DIAGEO GROUP COMPANY)**

**Project Title:** PREMIUM ON PREMISE – RETURN ON INVESTMENT MODEL

**Description:**

* To check if the investments made generate appropriate returns.
* To understand and analyze sales data region wise.
* Analysis of annual reports
* To help in restructuring the company’s Financial Sector.

**ACADEMIC QUALIFICATION:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course with Specialization** | **University / Board** | **Year of passing** | **% / CGPA** |
| PGPGM  (Finance) | ICFAI University | 2018 | 7.98 |
| B.COM  (Accounts) | Gujarat University | 2016 | 6.67 |
| XII | CBSE | 2013 | 60 |
| X | CBSE | 2011 | 70 |

**ACHIEVEMENTS:**

* Stood first in **Debate Competition.**
* Head The Marketing Club – Nucleus as **Treasurer.**
* Participated in State Level **Extempore Competition.**
* Cleared **Mutual Fund** Module by **NSE Academy.**

**SKILLS:**

* Basic computer knowledge
* Good communication
* Leadership

**PERSONAL PROFILE:**

Date of Birth : 30/04/1995

Languages known : English, Hindi, Gujarati , Marathi

Nationality : Indian

Hobbies : Anchoring , Dancing , Travelling and Cooking.

I hereby declare that all the information provided by me in this application is factual and correct to the best of my knowledge and belief.

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**(ANKITA CHOTAI)**