**Curriculum vitae**

**Chintan Panchal**

# Permanent Address

Ambikanagar society, Kharaghodha Road, Patdi 382765

Mob:+91 7383541448 Email id:chintanpanchal511@gmail.com

# Career Objective

To associate with an organization that promises a creative career in progressive environment so to enhance my knowledge and skills in the state of new technology and be a part of the team that excels in work towards the growth of organization.

# SkillS

1. MSoffice
2. Tally ERP 9
3. BankingSoftware
4. InternetApplications
5. IT Software BankingRelated

# Educational Qualification

## Gujarat State Education Board

1. S.S.C. With 60.77% (MARCH 2010)
2. H.S.C. (COMMERCE) with 60.86% (MARCH 2012)

Kadi Sarva Vishwavidyalaya (Gandhinagar)

1) B.COM 57.80% (March 2015)

# Brief Overview

1. Conversant with branches for cash managementprocedures
2. Conversant with administrativeduties
3. Quick Adaptability to new softwares
4. Performing managerialduties
5. Co-Ordination with otherbanks

# Professional Experience

Manappuram Finance Ltd.

Jr. Assistant (Operations Dept.) From 29 May 2017 To 19 November 2018

# Responsibilities

1. Providing loan to customers after proper checking of gold ornaments &KYC.
2. Responsible for handling Day to day Accounting. Prepare the trail balance, statementof account, pledge report, release report and file separately, handling the BRSstatement.
3. To prepare monthly collection report, outstanding report, monthly growth report, new customer growth report and send to head office.
4. Interaction with the customers, allotment forloan.
5. Directly meet to customer tell about auction and overdueissue.
6. Prepare overdue report, auction report, NPA report.

# Professional Experience

Kotak Mahindra Bank Limited

Assistant Manager (Service Delivery Officer Operation Dept.)From 22 November 2018 To 22 feb 2019

# Responsibilities

1. Handling overall clearing of the branch.
2. Handling overall Retail Liablities related operation of the branch.
3. Handling RTGS,NEFT,TRANSFER Transactions.
4. Preparing Monthly/Fortnightly Mis for the reporting.
5. Doing marketing and cross selling of the banking products.
6. Handling Customer Complaints within TAT.
7. Handling Cash related Transactions in branch.

# Personal Details

1. DateOf Birth : August 5th1995
2. Languages Known : English, Hindi &Gujarati
3. Hobbies : Music, Traveling & Acceptance of newchallenges
4. MartialStatus : Single

# Declaration

I hereby confirm that the above information is accurate to the best of my knowledge &belief.