**CurriculumVitae**

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| **SHAKUNTALA JHAJHRIA** | Mobile No. 9870698476  Email ID: shakuntalajhajhria@gmail.com |
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| **Career Objective** | Aspiring for a challenging work position where I can enhance my skills for developing my career and for the growth of the organization. |
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| **Educational Qualification** | |  |  |  |  | | --- | --- | --- | --- | | **Qualification** | **University/ Board** | **Year** | **Percentage** | | PGDM- Banking & Finance | Pillai’s Institute of Management Studies and Research | 2014 | 70.00% | | B.M.S. | Pillai’s college of Arts, commerce & science | 2012 | 70.50% | | H.S.C. | St joseph’s junior College | 2009 | 70.83% | | S.S.C. | St joseph’s High School | 2007 | 72.30% | |
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| **Company Profile** | **(1)Muthoot Finance Ltd (jan ’16–june’16)**  **Designation: SRE (senior Accountant)**  **Area of responsibility:-**   * Responsible for accepting & appraising gold jewellery as per company norms. * Ensuring proper Verification & Valuation of Collateral Securities and Documents. * Responsible for processing/ documentations of Loans & other financial services * NPA reduction & interest collection * Appraise availability of cash position at the Branch and inform the requirements to the Manager.   Effective lobby management i.e. Responsible to attending walk -in clients at Branches.   * Extending courteous support to all walk-in customers and educating them about the product & services company offers. * Effective handling of software i.e. CBS/ CRM and ensuring all KYC entries in the same. * Responsible for cross selling of all products and achieving of individual & branch targets. * Responsible for conducting field visits and meeting corporate . customers for business development. * Co-ordination with Regional & Corporate Offices and all other day-to-day Administrative activities. * Coordination with various Banks & preparation of BRS. * Responsible for completion of all Accounts related works in the branch. * Maintenance of Important formats & documents like Gold Loan/ Vault/Key Movement/ CIT/GIT Register/ Safe Custody / Bond . * Delivery/Packet Movement/Token Lost. * Responsible for removing of audit objections and irregularities.      * Responsible for winning back old customers r safe guarding Cash * Gold and other valuables in the branch and ensuring that   Customer portfolio of the branch is maintained and enhanced.  **(2)Bonanza portfolio (Sep ’14–Oct’15)**  **Designation : Assistant Trainee Manager**  **Area of responsibility:-**   * Coordinating with sales & admin team regarding construction project. * Handling clients. * Maintain database by verifying & backing up data & documents. * Maintaining daily & weekly reports. * **Project**: Retail loans of Abhyudaya bank & various other project. |

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| **Computer proficiency** | MS-CIT  Advance Excel |

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| **Personal Details** | * Date of Birth 16th July 1991 * Languages know English, Hindi& Marathi * Sex Female * Address 103-O block,Garden Paradise,Bopal * Ahmedabad |
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| **Hobbies** | * Reading * Watching Movies * Listening Music * Cooking |