

CURRICULUM VITAE

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NIRNAY TIWARI

OBJECTIVE:

- To make a responsible entry into an organization for bright future and to serve as valuable asset for the organization.

PRESENT JOB:

- Working with AKARA Capital Advisors Private Limited. As a “Collection Manager “since Nov.2023 to Present.

EDUCATIONAL QUALIFICATION:

- Graduation (B. Com) From Agra University.

Basic Knowledge:

Basic Computer
MS Excel, PIVOT TABLE

PERSONAL SKILL:

- ⑩ Good communication skill.
- ⑩ Easily adjustable in any environment.
- ⑩ Positive attitude with helping co-operating nature.

PREVIOUS EMPLOYER:

- ⑩ Worked as a Collection Manager “Sawalsha Leasing & Finance Pvt Ltd” Since Dec.2022 to Nov.2023
- ⑩ Worked in Bada Business Pvt Ltd as a CSD since 18-Aug-21 to till 30 Nov.2022 in Collection Department
- ⑩ Worked as a TCM in “Kotak Mahindra Bank” Since 12-Dec-2019 to 18-March-2021 In Commercial Vehicle Collection Department Location U.P
- ⑩ Worked as a Sr. Executive “United Petro Finance Ltd” Since 20-Feb.-2019 to 31-Oct.-2019
In Business loan, collection department at location Mumbai
- ⑩ Worked as a T.L, “Lotus Business Solution Since 02st Jan.-2017 to 10 Jan-2019 Of Bajaj Finance in (BL & LAP) collection department at location Mumbai.
- ⑩ Worked as a Executive “Mark Enterprises Since 02st Jun.-2014 to 31-Dec.-2016 Of Capital First Ltd in Personal Loan, Collection department at location Mumbai.

□ CURRENT JOB RESPONSIBILITY:

DAILY BASIS ACTIVITY:

- Prepare Daily Collection MI's Report.
- Manual filing.
- Cash/Cheque Reconciliation.
- Account termination.
- Attending walk in customer joined visit.
- Prepare Daily Tracking Report Collection Executive and RM wise.

MONTHLY BASIS ACTIVITY:

- Prepare allocation collection Executive wise.
- Prepare EOM Report.
- Monthly Notices send to DEFaulTER customer.
- Prepare Expense provisioning sheet.
- Prepare SOH Report.
- Prepare Branch Address Mapping Data.
- Prepare conveyance sheet collection Executive and RM wise.

PROCESS HANDLED:

- Processing NOC.
- Receipt Entries.
- Insurance Claim.
- Coordination with Off Role Guys and resolve their Query.
- Good Command over PIVOT TABLE and VLOOK-UP.

PERSONAL DETAILS:

FATHERS NAME:	Mr. Salik Ram Tiwari
DATE OF BIRTH:	15-July-1993
MARTIAL STATUS:	Single
LANGUAGE:	Hindi, English
NATIONALITY:	Indian
RELIGION:	Hindu
HOBBIES:	I like to listening Music &Playing Cricket.

DECLARATION:

I Hereby Declare that the information furnished above is true to the best of my knowledge

Date:-

Place:-

(NIRNAY TIWARI)