

## Contact

9035459893  
pavithra.b595@gmail.com

## Skills

M S Excel  
Leadership Quality  
Ms Office  
Tally9  
mis executive

## IT Skills

Tally  
Microsoft Excel  
accounting system

## Pavithra B

Bengaluru / Bangalore

Experienced Professional having 3 years, 0 months work experience currently living in Bengaluru / Bangalore

## Experience

### Kotak Mahindra prime Ltd

Credit Associate  
Dec 2018 – Dec 2019

Job responsibility :Checking of KYC documents.Preparation of CAM for both small ticket & big ticket.Preparation of big cam financials.Maintenance of various database including MIS entries and Cibil entries, Equifax, Transunion, Product Checklist, Credit KYC, Score Card sending daily basis report to Credit Managers and Sales Manager. Maintaining Customer relationship by providing adequate Support and service and holding training sections for newly joined employees. Handling Loan Origination System (LOS).Approval verification on auto car loan.

### IVANGEL SALES & SERVICES (P) LTD. Authorized services given by the Kotak Mahindra prime Ltd

Associate  
Dec 2016 – Nov 2018

Job responsibility :checking of KYC documents.Preparation of CAM for both small ticket & big ticket.Preparation of big cam financials.Maintenance of various database including MIS entries and Cibil entries, Equifax, Transunion, Product Checklist, Credit KYC, Score Card sending daily basis report to Credit Managers and Sales Manager. Maintaining Customer relationship by providing adequate Support and service and holding training sections for newly joined employees. Handling Loan Origination System (LOS).Approval verification on auto car loan.

## Education

### Master of Commerce (M.Com)

Accounting  
Indira Gandhi National Open University (IGNOU)  
2019 (Correspondence)

### Bachelor of Commerce (B.Com)

Accounts & Finance  
Mes Institute of management  
2016 (Full time)