**Name:** Alka Dewangan

**Professional Qualification:** M. B. A. – Finance

**Work Experience:** 9 years inTreasury/Finance/Real Estate

**Contact Details:** Mobile No. **–** 9873182609

E-mail- alka.dewangan@gmail.com

**Educational Background:**

**Year University Score**

M.B.A. – Finance 2002 Pune University 78%

B.A. – Economics 2000 Delhi University 56%

XII – CBSE 1997 Delhi Public School 81.25%

**Work Experience:**

**Organization:** Primarc Projects Pvt. Ltd., Kolkata (October 2017 till date)

**Designation:** Head Post-Sales (Collections)

**Job Profile:**

* Customer Life Cycle Management - End to end customer service-booking till registration of units
* Target oriented – to set collection targets and drive to achieve
* Responsible for collections for all payments due and overdue & maintaining low debtors - to ensure receivables collections and active follow-ups
* Follow set processes for generation of demands, reminders for the milestone raised
* Timely execution of agreements and registrations
* To ensure complete and comprehensive documentation of all customer related records
* To handle & answer customer queries/complains with minimum response time to all sub-functions within predefined TAT with strict adherence to TAT and SOP
* Coordination with Sales/Accounts/Legal/Projects/Planning team
* To prepare MIS reports for the management
* Strategically - To conceptualize & identify opportunities to create and implement customer delight
* Handling portfolio – investments in Equities/Mutual Funds/Pvt.Equity
* Project finance
* Project co-ordination

**Organization:** Kotak Mahindra Bank Ltd., Mumbai (August 2006 till January-2010)

**Designation:** Senior Manager. – Treasury, Kotak Mahindra Investments Ltd.

**Job Profile:**

* Forecast daily cash requirements and execute daily financing decisions.
* Determine current, short term and long term cash requirements / surpluses within each office and transfer, invest or borrow
* Raising funds(debentures, cps, cds etc.) from various Mutual Funds, FIs etc. for Kotak Mahindra Investments Ltd., Kotak Securities Ltd. & Infina Finance Pvt. Ltd. (all these entities being part of Kotak Group)
* Fund management, Day-to-day coordination with MFs, FIs etc. for fund management
* Handling cash flows & Investments of surplus funds in MF or FDs
  + - Dealing with Mutual Funds, Rating Agencies, Custodians, NSDL, Stock Exchanges, Trustees and other related parties; Meeting and negotiating with bankers, mutual funds and insurance companies for fund raising.
    - Credit rating reviews-Credit rating coordination with rating agencies (Long-term & Short-term) like ICRA/CRISIL
    - Monitoring, reporting and holding of ALM & Treasury committee meetings
    - Monitoring and controlling all interest payments - Long term and Short-Term
    - Creation and filing of charge for secured loans
    - Preparation, stamping, registration of Debenture Trust Deeds, Information Memorandums etc.
    - Liaison with auditors
    - Presentation and providing the required information to the bank / external agencies.
    - Internal MIS and reporting to the Top management on Finance & Treasury matter & reports on liquidity, interest rates, cost etc.
    - Monitoring all borrowing operations for NCDs, ICDs, NLDs, CPs etc.

**Organization:** HDFC Bank Ltd., Mumbai (January 2006 - August 2006)

**Designation:** Asst. Manager. – Custody & Depository Services

**Job Profile:**

* + - Handling primary market deals
    - Fruition of all primary deals
    - Handling corporate actions – debt receivables
    - Handling all future receivables of all mutual funds, banks and others
    - Exercising daily and future Put/Call options according to the clients instructions

**Organization:** Mahindra & Mahindra Financial Services Ltd., Mumbai (July 2004 – January 2006)

**Designation:** Officer - Treasury

**Job Profile:**

* + - Issuing debentures to mutual funds for meeting short-term liquidity requirements
    - Handling all borrowing operations for NCDs, CPs, Sub-Debts etc.
    - Meeting with the Mutual Funds, Custodians, Stock Exchange and other related parties
    - Monitoring and controlling all interest payments - Long term and Short-Term
    - Rating from rating agencies (Long-term & Short-term) like CRISIL/Fitch Ratings
    - Filing of Information Memorandum
    - Filing of Listing agreement with Bombay Stock Exchange
    - Acquiring In-Principal approval from BSE
    - Analyzing and reporting on cash position and sources and uses of funds

**Organization:** ETS-ELEX (India) Pvt. Ltd., Mumbai (August, 2002 - July, 2004)

**Designation:** Finance Executive

**Job Profile:**

* MIS and budgeting of various projects
* Monthly reporting of financial position
* Preparation and presentation of MIS to the top management and analyzing the deviations
* Business plan on yearly basis & rolling plan on quarterly basis
* MIS on cash management
* Negotiations with vendors and suppliers
* Evaluation and analysis of all proposals having financial implications
* Handling all payments to be made and any advance payments
* Working in close co-ordination with the commercial department for deal finalization

**Skills:**

* Strong customer orientation-possess the right mix of Sales and Service orientation
* A team player and have positive attitude
* Strong team Handling and Supervision ability
* Ability to develop strong client relationships in large client segment
* Strong interpersonal, analytical, organization, leadership and problem-solving skills
* Have an excellent oral and written communication skills
* Have an excellent computer skills and proficiency in MS Office applications-Good excel skills and ability to quickly transform and understand data
* Ability to motivate professionalism and team members' drive to succeed
* Flexible, goal-oriented and highly organized; able to investigate and analyze problems, make sound judgments and solve problems in a timely fashion

**Personal Information:**

**Gender:** Female

**Date of Birth:** 22nd September, 1978

**Languages Known:** Hindi, English

**Hobbies:** Reading Books

Painting

**(Alka Dewangan)**