**RESUME**

**Prashant Rana**  **Contact Number:** +917600254886

Master of Commerce **Email:** [prashantrana764@gmail.com](mailto:prashantrana764@gmail.com)

**OBJECTIVE:**

To be associated with a progressive organization which can provide me with a dynamic work sphere to extract my inherent skills as a Professional, use and develop my aptitude to further the organization’s objectives and also attained my career targets in the progress.

**PROFESSIONAL QUALIFICATION**:

**Masters :** M.Com

**College :** S P University

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| --- | --- | --- | --- | --- |
| **Board &University** | **Qualification** | **Specialization** | **Percentage** | **Passing**  **Year** |
| S P University | M.Com | Finance &  Accounting | 65.67% | 2023 |
| SGGU University | B.Com | Commerce | 61.67% | 2019 |
| GSHSEB | HSC | Commerce | 50.92% | 2016 |
| GSEB | SSC | English | 56.12% | 2014 |

**PERSONAL PROFILE:**

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| --- | --- |
| **Name** | Prashant Mukesh Bhai Rana |
| **Date of Birth** | 22/09/1998 |
| **Marital Status** | Single |
| **Sex** | Male |
| **Religion** | Hindu |
| **Nationality** | Indian |
| **Address** | **Permanent Address: -** Fatepura Hujarat Behind Slum Qouters Vadodara Pin :- 390006  **Current Address: -** Fatepura Hujarat Behind Slum Qouters Vadodara Pin: - 390006 |
| **Language Proficiency** | English, Hindi, Gujarati |
| **Strengths** | Logical, Positive Attitude, Quick Learner, Leadership. |

**Work Experience Details**

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| --- | --- | --- | --- | --- |
| **Company Name** | **From Year** | **To Year** | **Designation** | **Address** |
| **Karvy Data Management** | **Dec-2017** | **Oct-2019** | **Quality Analyst** | **Vadodara** |
| **Cogent e-service Pvt Ltd** | **Nov-2019** | **Feb-2021** | **Trainer – Team Leader** | **Vadodara** |
| **QDegrees Services Pvt Ltd** | **Mar-2021** | **Continue** | **Subject Matter Expert – Auditor (IDFC First Bank \_** **Compliance)** | **Gujarat** |

**Current Employment Experience: Role & Responsibility**

**MFI Audit & Audit of Banking Collection Process:**

1. Audit of Overall Collection Process of Retail Assets Branch.
2. Audit of Collection Managers, Area Collection Manager –

* Visiting Branch and checking Allocations, ACR & IT related parameters in managers system.

1. Audit of Collection Agencies –

* Visiting the vendor and verifying the system used by vendor for collections
* Identifying the fraud & gaps from data received from MIS team.
* Identifying Delay Depositions & Non-day light hours receipt cut.

1. Audit of Yard Agencies –

* Verifying Vehicles condition as per Inventory Sheet.
* Verifying Vehicles Chassis/Engine No.
* Verifying Vehicles are parked under shed and are parked separately in yard i.e Financer wise.
* CCTV Recordings.
* Valid Insurance of Yard.
* Verifying whether authorized person has signed the release letter or not & release letter is available or not with proper ID card in case of vehicle release.

1. Audit of Call Centre’s
2. MFI Audit. Complete Onboarding Process – How a customer gets onboard for loan purpose.
3. CGT & GRT Process – Proper CGT & GRT training is given to customer or not before Loan process
4. Collection Process – How Collections process is followed by the FE & Branch Manager.

**Responsibilities:**

1. Finding Discrepancies & Fraud in audits.
2. Sharing Alerts with Team Leader on timely basis.
3. Analyzing Audit Requirements and changes according to process.

**CERTIFICATES:**

1. Job Readiness in Branch Banking.
2. Selling and Soft Skills Training in ICICI Academy for Skill India.

**COMPUTER LITERACY:**

1. Course on Computer Concept.
2. Office Automation.
3. Tally Basic.
4. MS Excel (Pivot table, VLOOKUP), MS Word, MS PowerPoint,

**DECLARATION:**

I hereby declare that the above-mentioned information is true to the best of my knowledge.

**YOURS SINCERELY,**

**Prashant Rana**