

# Pratik Divekar

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## Objective

- To obtain challenging position that will allow me to expand my education and continue to accumulate knowledge.
- To grow with organization while contributing to the growth, to the best of my abilities & talent.
- To take every opportunity to expand my learning curve as a professional and excel in my career.

## Education

Examination	Institute	Board/ University	Year of Passing	Percentage
S.S.C.	Saraswati Secondary School, Thane	Mumbai Board	Mar.2010	76%
H.S.C.	Dnyanasadhana College, Thane	Mumbai Board	Feb.2012	50%
B.M.S.	Dnyanasadhana College	Mumbai University	Apr.2016	Pass

## Skills & Abilities

### MANAGEMENT

- Ability to complete and achieve tasks within the assigned deadline.
- Good with analytical and reporting skills to help derive insights from the data.
- Good team player. Enjoy working as a team member as well as independently.
- Mentored couple of interns and helped them to cope-up with day to day activities.

### COMMUNICATION

- Good written and verbal communication skills.
- Good presentation and demonstrating skills. Confident, articulate and with good speaking abilities.
- Able to communicate effectively with a wide range of people, by showing interest and carefully listening to their needs.

### COMPUTER SKILL

- Proficient with MS Office Application.
- Good hands on knowledge in MS Excel.
- Completed course on Tally ERP.

## Work Experience

### **LOAN OFFICER | HDFC LTD | 26-09-16 TO 26-12-16**

- Handling car loan files of customers.
- Interview applicants to determine financial eligibility and feasibility of granting loans.
- Determine all applicable ratios and metrics and set up debt payment plans.
- Complete loan contracts and counsel clients on policies and restrictions.
- Reviewing their CIBIL & ITR for loan sanction criteria.
- Operate in compliance with laws and regulations and adhere to lending compliance guidelines.
- Explain to customers the different types of loans and credit options that are available, as well as the terms of those services.
- Login of customer file and disbursement for the same.
- Stay abreast of new types of loans and other financial services and products in order to better meet customers' needs.

### **JR. CLERK | TJSB BANK LTD| 24-01-2017 TO 12-12-2017**

- Opening of new customer account.
- Handling CTS Cheque Entry.
- Making NEFT/RTGS Transaction.
- RD/FD account opening.
- Keep records of the daily transactions that take place.
- Coordinate with other departments.
- Make daily report for the departmental heads.
- Dealing with the customers and addressing their bank related inquiries.
- Handling the operations on deposit counters and cash withdrawals.
- Marketing bank's products and services, such as loans, deposits, schemes to customers.
- Taking care of the documentation and backend operations such as tallying, maintaining transactions data and records, data entry in computers and so on.

### **ACCOUNT ASSISTANT | NATIONAL PEROXIDE LTD | 14-12-16 TILL PRESENT**

- Invoice booking with Match & Approve against approved GRN's & non GRN invoices.
- Generate entries in Infor System based on bank book entries for receivables.
- Scheduling & making payments to vendors based on due dates by physical cheques and voucher generation through Infor system for onward processing & dispatch.
- Generate & monitor a spreadsheet to track vendor invoice for better monitoring of invoices.
- Generate & monitor a spreadsheet to track Physical & E-Cheques for clearances.
- Monitoring of open inspected GRN's reports through Infor system for accurate accounting & payments.
- Monthly Bank Reconciliation of Receivable & Purchases.
- Preparing & Maintaining the Capital Expenditure Requisition of Material for ongoing Plant Expansion Project.
- Generate material Codes for the Material required for the Expansion Project.
- Generate Purchase Order for Project Material & Process of Purchase Order also.

## PERSONAL INFO

**Address for Correspondence** : 06, Sugra Manzil, Veer Savarkar Rd., Opp. Lokmanya Soc., Near Teen Petrol Pump, Thane (W)-400602.

**Date of Birth** : 24th June 1994.

**Sex** : Male

**Languages Known** : Marathi, Hindi & English.

**Hobbies** : Watching movies, Riding, Playing Football & Cricket

**Place** : **THANE.**

**Date** :

## Declaration

I hereby declare that above information is true to the best of my knowledge and nothing has been concealed herein.

Pratik J Divekar.