



SHIVANI SADANAND JOGU

8857025512/7447578590

I am seeking employment with a company where I can use my talents and skills to learn, grow and fulfil organizational goals.

CONTACT DETAILS:

Permanent Address: Buldg no 54 flat no 5 badrinath society indryaninagar Bhosari Pune-26

Date of birth : 17/03/1997

Gender : Female

Email id : shivanijogu1997@gmail.com

PROFESSIONAL QUALIFICATION:-

Education	University/College Name	Year of Passing	Marks(% /SGPA)
MBA	IIMHRD (Pune University)	2019	8.140
Graduation	B.com (Pune university)	2017	59
Higher Secondary	Jai Hind Junior College/ (Maharashtra board)	2014	69
SSC	Shri swami samarth English Medium School	2012	74

PROFESSIONAL EXPERIENCE:-

1. Altum Credo Home Finance PVT LTD:

Designation:- Credit Officer

Duration:- Nov 2018 to March 2019

Roles and responsibilities:-

- To process the file from login to disbursement and also post disbursement services such as new customer creation , File login, PD Drafting , RFD,etc.
- Health check of the file which are yet to be sanction.

- To visit the property for Part Disbursement Payments
- To register the mortgage property with Government site like CERSAI & CKYC.
- Responsible for solving all credit and internal Queries during the process and also for PDD and OTC documents.

PROJECT DETAILS:

➤ United 9 corporation. (Pune)

Franchise: Religare Securities Ltd.

Aditya Birla Money Market Ltd.

Project Name/ Objective: Comparatively study on Dascoin And Bitcoin

Designation: Traniee

Duration: 2C0 December 2017 to 2C0 January 2018

Roles & Responsibilities:

Opening D-MA T account of the customer

Handling Branch Shifting Process

Study on dascoin, Equity And Derivative Market. Dealing witU clients.

Co-ordinating with seniors and clients on day to day basis.

➤ **FiNEX Financial SERVICES**

Project Name/ Objective: A study of loan against hEC swipe Machine with respect to Neo Growth bank

Designation: Traniee

Duration: June to August2018

Roles & Responsibilities:

To Guide the customer for loan process.

To look after the all documentation part for the customer.

To Process the file from login to disbursement

To meet the monthly targets of the company.

Professional Certification:-

- Attend the one week Ecole Solitaire Finishing School Program for management students of Sail3alejt Group of Institutes, titled Ordinary to extra Ordinary conducted by Internationally acclaimed and India's leading motivational speaker and success coach Mn Minocher Patels Solitairn .
- Certificate for DCGA[Diploma Course In Graphics & Automation]

COMPUTER LITERACY:

- MS OFFICE
- TALLY ERP 9

SOCIAL PROJECTS:

- PARTICIPATED IN DISTRIBUTION OF CLOTHES, FOODS, BOOKS TO UNPRIVILEGED CHILDREN'S IN PIMPRI AT GRADUATION LEVEL.

ACHIEVEMENTS & HONORS:

- CERTIFICATE FOR PERSONALITY DEVELOPMENT SKILL COURSE IN GRADUATION.
- PARTICIPATED IN VOLLEY BALL COMPETITION AT STATE LEVEL.
STOOD 3D IN DRAWING COMPETITION AT SCHOOL LEVEL.
- CERTIFICATE FOR VARIOUS SPORTS ACTIVITY LIKE KHO-KHO KABBADI AT SCHOOL LEVEL.

STRENGHT:

- STRONG MOTIVATIONAL AND LEADERSHIP SKILLS ABILITY TO WORO AS INDIVIDUAL AS WELL AS O GROUP.
- EXCELLENT IN MS WORLD AND TALLY ERP 9 SOFTWARE. EAGER TO DARN NEW TECHNOLOGIES AND METHODOLOGIEE

LANGUAGE KNOWN:

- ENGLISH
- HINDI
- MARATHI
- TELEGUU
- GUJARATI

HOBBIES & INTERESTS:

- **SOCIALIZING WITH FRIENDS**
- **LISTENING TO MUSI**
- **READING**
- **COOKING**
- **TRAVELLING**

DECLARATION:

I HEREBY DECLARE THAT HE INFORMATION PROVIDED BY ME IS TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF

DATE

PLACE

