

CURRICULUM VITAE

ATRE PRANOTI CHINTAMAN

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Objective-

Seeking a position in your organization that provides me ample opportunity to explore & excel while carving out the niche for personal, professional as well as organizational goals.

QUALIFICATION:

YEAR OF PASSING	DEGREE	BOARD/ UNIVERSITY	CLASS
2012 - 2014	MBA (FINANCE)	PUNE UNIVERSITY	HIGHER SECOND CLASS
2009 - 2012	B.COM (BUSINESS ADMINISTRATION)	PUNE UNIVERSITY	HIGHER SECOND CLASS
2009	HSC	COMMERCE	FIRST CLASS
2007	SSC	MAHARASHTRA BOARD PUNE	FIRST CLASS

Professional Experience;

Company Name: INDIA INFOLINE FINANCE LTD.

INDIA INFOLINE FINANCE LTD. is an Indian financial services providing Gold loan, Trading, Home loan, Medical equipment loan, Mortgage loan.

Position in the organization- Gold Appraiser (Senior Officer –Gold Loan Department).

Duration- 31 Jul 2017 to Till now.

CTC – 3.28 Lakhs P.A

Job Profile-

- To manage daily accounts, testing purity of gold, maintaining accounts entries, managing daily reports, involve directly with customers in business conversation, managing respective files, ledgers and keeping updated records of different financial products of branches.
- Planning daily activities and submitting daily reports to higher management, understanding customer queries and resolving it from front end.
- Developing strategy and planning to achieve monthly targets.
- Handling back office activities & cash handling.
- Dealing with all administration related issues.
- Updating and generating the MIS report.

Company Name: KONE ELEVATORS INDIA PRIVATE LTD.

KONE ELEVATOR INDIA PRIVATE LTD is a company which is engaged in providing elevator & escalator.

Position in the organization- INSTALLATION ADMIN

Duration- From 20 Feb, 2017 to 30 July, 2017

CTC – 2.05 Lakhs P.A

Job Profile

- Making entries in SAP software
- Entering Attendance of Employees
- Making entries in SAP.
- Admin activities.
- Preparing MIS reports.

Company Name: MUTHOOT FINANCE LTD.

Muthoot finance Ltd. is an Indian financial services provider which is engaged in providing Gold loan, Home loan, Money transfer, Foreign Exchange, Insurance, Gold Coin, Air Ticket, Travel Booking, and NCD etc.

Position in the organization- Customer Care Officer (Gold Loan Department).

Duration- 1 Oct 2012 to 20 Jan 2017.

CTC – 2.01 Lakhs P.A

Job Profile-

- To manage daily Interest calling & business calling, managing daily reports, involve directly with customers in business conversation, cross selling of other financial products, recovery of NPA accounts.
- Planning daily activities and submitting daily reports to higher management, understanding customer queries and resolving it from front end.
- Developing strategy and planning to achieve monthly targets.
- Handling back office activities.
- Dealing with all administration related issues.
- Updating and generating the MIS report.
- Handling team of 7 branches.

Areas of Expertise

• Supervisory Skills	• Work prioritization /Scheduling	• Troubleshooting/ Cost Control
• Continuous Quality Improvement	• Coaching and Motivating Others	• Time Management

**Computer Skills: MS-CIT, Tally
Banking software - CBS**

Personal Strengths

- | | | |
|-----------------|-----------------------------|-----------------------|
| ❖ Sincerity | ❖ Learn and share knowledge | ❖ Honest towards work |
| ❖ Enjoy my work | ❖ Smart Working | |
| ❖ Goal Oriented | ❖ Ability to adjust | |

Personal Details

Residential Address:	38/573, Chhava Co-Op housing society, Lokmanya nagar, Near Joggers Park, Navi Peth, Pune - 411030
Permanent Address:	478/10, Mayuresh Society, Shahu College Road, Near PDCC Bank, Parvati, Pune - 411009
Date of Birth:	08/06/1992
Marital Status:	Married
Gender:	Female
Languages Known	English, Hindi & Marathi

Declaration

I hereby declare that all the above information is true, complete and correct to the best of knowledge and belief.

Date:

Signature

Place: Pune

Pranoti Chintaman Atre