

RAKESH KUMAR DEHARIYA

H.NO 14 Banarsi Das line, Azad Nagar, Nr Kishan Hotel, Ranjhi,

Jabalpur MP 482005

Contact No : 9977686088

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➡ Career Objective

- To be compatible with the goals and objectives of the organization in pursuit of Self Development & Growth. Seeking a challenging position in the reputed organization where the opportunity exists for young, hardworking, self-motivated professionals & my experience and skills can be utilized, leveraging my extensive background in Finance and Administration

➡ Academic Details

- B.COM from M.P. Board
- HSC from C.B.S.E Board
- SSC from C.B.S.E Board

➡ Work Experience

POONAWALLA FINCORP LIMITED

Branch Operation Manager-

Satna, M.P.- From Aug 2010 – Dec-2011

Chhindwara, M.P.- From Dec 2011 – Feb-2017

Jabalpur, M.P.- From Mar 2017 – till date

Job Profile:-

🚦 Activity Pertaining to Approved Files-

- Check the file on real time bases of ABF/SME/Home Loan. Providing discrepancy within real time bases and recheck for its resolution. Punch all the file daily bases and upload all the document real time bases and raise the PR.
- Follow up with H.O. Opts for its approval and payment. Ensure to dispatch ACH/Auto debit to hit customer A/C. Scanning all the approved files and uploaded on proper header as per provided.
- OTC Knock off with check of Property docs.

🚦 Activity Pertaining to Disbursed Files-

- Dispatch files and property docs with DTM tagging on T+1 bases. Check all the audited cases and providing its resolution real time bases.
- Make it all other related tracker and register like cheques handover register etc.

🚦 Activity Pertaining to Branch Activity-

- Daily Pitch to walk in customer for cross sale of ABF/SME/Housing. Daily resolve all the customer related queries within TAT.
- Daily provide walk in customer to SOA, PMT and Insurance. Daily bases follow up with H.O Account team for case closure and Waiver etc. Daily bases call to customer for collecting NOC and maintain its call to CRM.
- Daily basis provide customer to closed cases NOC after that maintaining its data and uploaded NOC acknowledgment day to day basis.
- Daily basis resolve all the discrepancy related problem with co-ordinate with customer and sales team like RC Discrepancy, Invoice discrepancy etc. Maintain daily bases CRM Activity of call raise and close etc.

🚦 Activity Pertaining to Admin-

- Prepare requisition of Utility bill and bank payment requisition of Vendor Bill.
- Checked and maintain all the admin/IT/HR related works periodically.



Activity Pertaining to Branch Banking-

- Daily Banking of ABF/HOUSING/MHDI Cash and Cheques (Some of the branches pick-up facility not available so that do the banking personally).
- Daily Preparing FFS and Pay-in-slip cash and cheques separately. Daily collecting cash from walking customer and day end from FO.
- Daily prepare DCR and approve cash in POC with physically checked. Maintain Petty cash statement as per cycle minimum 2 times in monthly.

Sundaram Finance.

Sales Executive- ABF Product

From 2007 – 2010

Centurion Bank of Punjab.

Sales Executive- TW

From 2003 – 2007

➡ Skills & Strength

- Communication Skills, Analytical, Leadership
- Competent to work under pressure and in time-bound situation
- Big Data Mining, Spreadsheets
- Ability to adapt and adjust to different environments & situations
- Complying with Organization policy and procedures & seeking confirmation from Proper Authorities.
- Modifying owns behavior & take ownership to reach a Predetermined Goals when challenges & Opportunities arise.
- Continuing to perform effectively under Time Pressure & in face of Disappointments, adversity & opposition.
- Maintaining a high Energy Level being Active for prolonged periods of time when the job requires this.
- Dedicated and diligent. Strong motivation skills, remarkable analytical & logical skills.
- Setting high goals or standards for One's Own Performance. Unmatchable communication skills in written & verbal both.
- Different locations & geographical experience

➡ Hobbies

- Playing Volleyball
- Watching Old Movies
- Listening Old Songs

➡ References

- **Sameer Gadge**
ROM- Poonawalla Fincorp Ltd.
Mbl—9893639061
- **Sunil Birothia**
Ops.-In-Charge- Ambit Fin.
Mbl—9893051976

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Date :

Place: Jabalpur

(Rakesh Dehariya)