

CURRICULUM – VITAE

ANISH KUMAR SINGH

Permanent Address Vill-Narkatiya P.O Babhangama
P.S Suppi Dist Sitmarhi Bihar 843327

Phone (M)-7531852916 7015503331
E-mail anishsingh538@gmail.com

Objective

To join the Organization where I can contribute My skills and talent in the growth of organization.

Total Work Experience

7 + years (As detailed below)

Employment Profile

Organization: Poonawalla Fincorp Limited
(Formerly Known as Magma Fincorp Limited)
Duration: February 2021 -Till Date
Process Area: Accounts & Operation
Designation: Branch Operation-Manager

Job Profile

- File Checking and Entry.
- File Booking and Filling.
- Preparation of Petty cash.
- NOC Delivery
- Customer Service.
- Joint custody of strong Room Keys
- Cash handling
- All the Accounts related work.

Work Experience

3 years Approx (As detailed below)

Employment Profile

Organization: Muthoot Finance Limited

Duration: March 2018 to January 2021

Process Area: Accounts

Designation: Relationship Executive

Job Profile

- Gold testing & verification .
- Receive and verify the Loan Documents.
- Preparation of Bank reconciliation
- Money Transfer and Forex.
- Administration / Sales activities of the branches.
- Joint custody of strong Room Keys
- Cash handling
- All the Accounts related work.

Work Experience

3 years (As detailed below)

Employment Profile

Organization: Mahindra & Mahindra Financial Services Ltd.

Duration: September 2014 -Nov 2017

Process Area: Accounts

Designation: Cashier

Job Profile

- Handling the Cash, Cheque , & DD.
- Punching Receipts ,CRA analysis , PDC & NOC
- Ach Updation
- Verification of voucher for all transaction with system and cash register too
- Co-ordinate with RO calling team for collections. Follow-ups for repayments from overdue borrowers
- Joint custody of cash key.
- Handling and Direction of Accounts is Behalf of Branch Accountant.
- Expenses Control, file Verification & SOA Analysis
- Achieved the Penal Interest Received (AFC) target as per company requirement

Academic Qualifications:

- B.COM from B.R.A.B.U University in 2013.
- I. COM. from Bihar Board Patna in 2010.
- High school from. Bihar Board Patna in 2008

Computer Knowledge

- Ms-Word, Ms- Excel, Ms-PowerPoint, Internet.

Strengths:

- Good Communication Skills.
- Can work effectively in team, as well as individually.
- Have good inter-personal skills.
- Hard working and Punctual

Personal Information:

- | | | |
|------------------|---|-----------------------------|
| • Sex | : | Male |
| • Date of birth | : | 24 th July 1991. |
| • Father's Name | : | Raghvendra Singh |
| • Nationality | : | Indian |
| • Marital Status | : | Married |
| • Language Know | : | Hindi & English |

Declaration

-: I hereby declare that information given above is true & Correct to the Best of my knowledge.

Date: _____

Place: _____

(Anish Kumar Singh)