

# CURRICULAM VITAE

Vivek Kumar Tripathi  
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Vivek Kumar Tripathi

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## **Career Objective:**

To embark on a career which will enable me to expose & expertise my professional educational and functional talents in best possible way and to achieve result, I will give me professional satisfaction and carrier growth, so that I can work for the best of the company.

## ❖ QUALIFICATION: -

### **1. ACADEMIC**

- 1. Graduation** (B. Comm.) Passed in Year 2004 from Kanpur University.
- 2. Intermediate** Passed in Year 2001 From U.P Board.
- 3. High School** Passed in Year 1999 From U.P Board.

### **2. PROFESSIONAL**

- 4. 6 Month Diploma in Computer Application (DCA) from Institute of Accounts & Taxation, Lucknow**
- 5. 5 Month Diploma in Computer Accounts from Institute of Accounts & Taxation, Lucknow**

### 3. WORKING KNOWLEDGE

1. Working Knowledge of MS Office, Internet.
2. Working Knowledge of online & offline Tally 6.3, 7.2 & 9, Tally ERP, DMS (Depot Management System), SAP & Oracle.
3. Working Knowledge of TDS, Vat & Service Tax.

### **EMPLOYMENT HISTORY**

**Work Experience** : **18** Years work experience in accounting.

**1. Company Name** : **Poonawalla Fincorp Ltd. (Hardoi, UP)**  
**Position** : Branch Operation Manager  
**Specialization** : Accounting & OPS  
**Industry** : Finance  
**Date of Joining** : From 8<sup>th</sup> Aug 2013 to till now

#### **Job Responsibility**

- Customer Satisfaction
- File disbursement and release payment.
- To Maintain All MIS related to Branch
- Cross checking all Approval according with credit policy.
- Collecting the PDD and Updated in system.
- Monthly review with Business team regarding changes in policy and documents.
- NOC printing all closed cases.
- Checking of mails & revert, as desired from time-to-time escalations of declined cases
- Loan EMI collected and issuing receipts, manage office expenses and Vendors monthly bill send to HO for releasing payment.
- Disbursement of Loans such as Tractor, Car after evaluating on various parameters.
- Analysis of financial statements, bank statements and profile check of proposals.
- Ensuring compliance with OPS policy manual.
- Coordinating with supporting teams like FI, Credit, Collection and Sales etc and ensuring decision within prescribed Turnaround Time (TAT).

**2. Company Name** : **M/s Singh Brothers Enterprises (C&F Agent)**  
**Position** : Account Officer  
**Specialization** : Accounting  
**Industry** : Pesticides  
**Date of Joining** : From 1<sup>st</sup> April 2005 to 7<sup>th</sup> Aug 2013

**3. Company Name :** M/s Chetna Dental lab  
**Position :** Accountant  
**Specialization :** Data Entry, Invoice and Vendor Bills  
**Industry :** Dental lab  
**Date of Joining :** From September 2004 to 31<sup>st</sup> March 2005

**Other Information:**

- **Hobbies:** Listening Music and Playing Cricket.
- **Language Known:** Hindi & English.
- **Strength:** Optimistic attitude, good planning skills, creative, doesn't crack under pressure.

**Personal Profile:**

Name : **Vivek Kumar Tripathi**

Date of Birth : 01.07.1983

Father's name : Late Ved Prakash Tripathi

Sex : Male

Marital Status : Married

Nationality : Indian

Permanent Address : Vivek Kumar Tripathi,  
696, Sarai Thok East  
Hardoi

Mobile Number : +91 9935520666

**The above statements are true to the best of my knowledge and belief.**

**Date:**

**(Vivek Kumar Tripathi)**