

## **Resume**

### **RAWAL SINGH**

1008 Vivek colony Bhagat Singh circle Sumerpur (306902)

Contact No. 7073258169

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### **Carrier Objective:**

An enthusiastic, energetic, flexible, innovative, and self-disciplined individual seeking opportunity to Play.

A challenging & creative role in the field of education & for that searching a reputed & result oriented institute with a commitment to excellence.

### **Personal skills:**

- Always try to create innovative ideas and improve the work quality.
- Punctual
- Positive attitude
- Supportive
- Good communication skills.

### **Education Qualification:**

Sr. No.	Class	Board/University	Year
1	Secondary	RBSE, Ajmer	2013
2	Sr. Secondary	RBSE, Ajmer	2015
3	Graduate in B. Com	J.N.V.U. Jodhpur	2018
4	Post-Graduation Running in M. Com	J.N.V.U. Jodhpur	2022

### **Other Qualification:**

- RSCIT course.
- Skill India course.

### **Interest and Hobbies:**

- Reading News paper
- Playing Cricket

**Work Experience:**

- Junior Officer in RAOPS HDFC BANK LTD (18 Jun 2017 to 06 Jan 2020). Rathi Chamber Basni Jodhpur.
- Operation Executive in RAOPS AXIS BANK LTD (7 Jan 2020 to till 07 April 2021). Jodhpur.
- Branch Operation Manager in Poonawalla Fincorp Ltd. (formally known as Magma Fincorp Ltd.) (8 April 2021 to till time) Sumerpur.

**Job Profile:**

- Pre Emi cheques presentation management.
- Bounce cheque management.
- Handling the customer service-related issues after loaning (solve the queries of customers, closer of loan & taking approval. Handling the refund and waiver related issue. Providing the statement, NOCs, and all documents of customer according to their requirement, lead generation).
- Cash counter handling and almost overall issues managing of Branch level.
- Processing or punching and dispatching the business loan, Personal loan, Auto loan, CV, CE LCV, CD and Two-wheeler loans disbursement files with proper compliance.
- PDD (Updating the PDD like RC, Invoice, Insurance etc.).
- Responsible for disbursement and releasing payments.
- Responsible for preparing various MIS along with sorting out queries as per audit MIS as well.

**Strengths:**

- Believe in Hard work
- Friendly nature.

**Personal Details:**

Father Name: Shree Jethu Singh Rajpurohit  
Date of birth: 11 Jun 1997  
Marital status: Single  
Languages Knows: Hindi & English and Regional language.  
Nationality: Indian

**Declaration:**

I confirm that the information provided by me is true to the best of my knowledge and belief.

(Rawal Singh)