

# Resume

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## **POONAM YADAV**

Gouri ganesh colony subham vihar ,  
Mangla, Bilaspur (C.G.) 495001.  
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### **Objective :**

An able, keen, skilled, and trustworthy individual looking for a position that reflects my experience, skills, and personal attributes including devotion, meeting goals, inventiveness, and the aptitude to follow through.

### **Experience :-**

- **Poonawalla Fincorp/Housing Limited**

Designation	-	<b>Operation &amp; Accounts /customer service</b>
Duration	-	22 July 2021 – Till date
Job Profile	-	The major objective of my job is work as a table collection, file checking & disbursement all product ( HL,CAR, CV, CE, TRACTOR), MIS preparation, handover document of HL also customer service etc.

- **Magma Fincorp/Housing Limited**

Designation	-	<b>Operation/ Accounts /Customer service</b>
Duration	-	01 oct 2018 – 21 july 2021
Job Profile	-	The major objective of my job is work as a table collection, file checking & disbursement all product ( CAR, CV, CE, TRACTOR), MIS preparation, also handover document of HL , cross sale customer service etc.

- **Magma Fincorp/Housing Limited**

Designation	-	<b>Recovery department</b>
Duration	-	6 march 2014 – 30 Sep. 2018
Job Profile	-	The major objective of my job is work as a recovery executive. My tasks includes tele calling to customers, objection handling, client handling and recovery of the specified amount of money. Also, the insurance done on behalf of my company is handled by me for the Bilaspur branch. Besides, miscellaneous back office tasks are also done by me.

- **Mahindra Auto center -**

Designation	-	CRM (sales )
Duration	-	2012 – 2014
Job Profile	-	The major objective of my job is work as a sales . My tasks included customers handling, manage client's enquiries. Moreover, and vehicle sales I also handled all personal vehicle sales

- **Shivam Motors pvt Ltd -**

Designation	-	HP department ( Hire Purchase department_ Finance/ sales )
Duration	-	2009 – 2010
Job Profile	-	The major objective of my job is work as a finance department My tasks includes RSPM , CIBIL REPORT ,DEDUPE generated online . And back office handling

### **Academic Qualifications :-**

- Graduated in Bachelor of ART from Bilaspur University in the year 2014
- Completed S.S.C C.G in the year 2008 - 2009
- Completed H.S.C.C.G in the year 2004 -2005.

### **Technical Skills & Proficiency :-**

- Softwares - MS – Office (Ms- Word, Ms – Excel, Ms – PowerPoint)
- Operating Systems - DOS, Windows 98, 2000, NT, XP, Vista, 7, 8
- Proficient in handling internet based tasks.

### **Key Skills :**

- Analytical thinking, planning.
- Strong verbal and personal communication skills.
- Accuracy and Attention to details.
- Organization and prioritization skills.
- Problem analysis, use of judgment and ability to solve problems efficiently.

### **Personal Profile :-**

Name	-	Poonam Yadav
Father's Name	-	Ram das soni
Sex	-	Female
Date of Birth	-	09 - dec - 1988
Languages Known	-	Hindi , English
Marital Status	-	married
Nationality	-	Indian

### **Declaration :-**

I, hereby declare that the above mentioned information is true to the best of knowledge.

***Poonam Yadav***