

SHAILESH KUMAR GARG

322, RAGHUKUL NIWAS OPP OF GOVT HOSPITAL MOHAN NAGAR HINDAUN CITY

DISTT- KARAULI (RAJ)-322230

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OBJECTIVE

To obtain a position where my skills can be utilized to best of my potential to accept Responsibility and new challenges with enthusiasm and commitment.

ACADEMIC QUALIFICATION

Post-Graduation (PGDTP) from Rajasthan University

Basic Knowledge of Computer (RS-CIT,)

WORK EXPERIENCE**Company - POONAWALLA FINCORP LTD**

Designation - Senior Operation Branch Manager

Location - Hindaun City Distt- Karauli (Rajasthan)

Duration - 05, December 2011 to Till Date

- Handled the disbursement file of New and Used Tractor, CV, CE, and CAR.
- Data entry and punch the file in system and Release the payment to Dealer or Customer.
- Checking the file as per Company process and send the file to H.O hub.
- Follow-up with H.O audit team to clear the file in first cut.
- PDD updating & Send to H.O on timely basis
- Revert the Audit report within the time limit and follow up for closer.
- Handling the customer care and resolve the Query.
- Handled the Cash counter & other activities of cashier.
- Petty cash management.
- Maintaining good relation with the customer and dealers.
- Generate Cibil & Highmark.
- Prepare external valuation bill on monthly basis.
- Co-ordination with processing vendors.
- Checking Foreclosure of clients and arranging to release NOC for said loans that has been settled or matured.
- Whole knowledge with related to operations work.
- Admin experince
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Hobbies:

Listening music
Net Surfing
Reading Books

Personal Profile

Name	SHAILESH KUMAR GARG
Father's Name	Sh. Ghasi Lal Garg
Mother' Name	Smt. Santosh Garg
Date of Birth	24 th Jan 1985
Marital status	Married
Language Known	Hindi and English
Nationality	Indian

Date:

Place: Jaipur

(SHAILESH KUMAR GARG)