

PARSURAM SWAIN

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CARREROBJECTIVE:-

To Work in an Organization which offers professional Growth & to utilise my Technical Abilities while being Resource full & Flexible.

PROFESSIONALQUALIFICATION:-

PGDM In HR & MARKETING 2008, From AWDI ROURKELA

EDUCATION:-

Bachelor of Art 2001 from Vikram Dev College Jeypore.

Present Work Experience:-

- Working with Poonawalla Fincorp Limited (formally known as Magma fincorp Ltd) since 07th June 2010 designated as Operations and customer service officer at Bhubaneswar Location.
- I have been reporting to my Team Leader Mr. Rabindra Kumar Singh at Rourkela.
- During my daily activities there are three basic things, i.e. Disbursement of Sanctioned Loans, Receipting, Banking & Reconciliations, Customer Services (NOC Issuance, Complaints redresses)
- On an average per month there are 40 to 45 no's of Files For Disbursements, 12 to 20 NOCs and 150 nos of Complaints redresses that I was addressing.
- Apart from the above said works there are several other works such as Broker Code, DSA & Non-DSA Codes, DSE Codes, Disbursed Files courier & Scan Upload, Self Audit & Supporting upload.
- As a Key Custodian need to ensure the office open timing & close timing with Proper signatures in all the Books of Accounts.
- Take care of Branch Petty cash, Expenditure entry and Bills processing to HO Accounts.
- Also Taking care of Magma HDI general Insurance Divisions Accounts & Banking, Policy Downloads.

Core Area of Responsibilities:-

- ☐ Checking of Sanctioned files & Taking out the Discrepancies in physical files
- ☐ Disbursement of Sanctioned Loan Proposals
- ☐ Scanning of Loan Proposals & File Despatch to HO Operations
- ☐ Receipting, Banking, Preparing Fund Flow statements
- ☐ Customer Service Related (NOC, Refund, SWAP Updation, Etc) Maintenance
- ☐ of All Registers, (DCR, STOCK, Courier)

SKILLS&ACHIVEMENTS:-

☐ Skills in proper maintenance of various accounting books as well as financial statements to ensure Correct measurement.

☐ Computerskills: e.MsWord,Excel,Powerpoint&Oracle, Ms Outlook,lotus mail.

PERSONALPROFILE:-

Interests & Hobbies	New Bikes & cars, Cooking Food,Listening Music
Languages Known	Odiya, Hindi & English
Nationality	Indian
Religion	Hindu
Gender	Male
Marital Status	Married
DOB	15/06/1981
Present Address	At-Bhudan Colony,Po-Borigumma,Dist-Koraput,Odisha,764056
Permanent Address	At-Bhudan Colony,Po-Borigumma,Dist-Koraput,Odisha,764056

FAMILYBACKGROUND:-

My family consists of Mother, Wife&Son; apart from them I also have 3 brother &2 sister

LOCALREFERENCE:-

Name-JAYANT KUMAR DASH	Name—SANKAR BEHERA
Relation-STATE OPERATION HEAD poonawalla FINCORP LTD	Relation—BRANCH MANAGER SRIRAM INSURANCE
Contact No--9934360882	Contact No-6377201622
Known Since --2010	Known Since --2014
Address—BHUBANESWAR	Address—JEYPORE

DECLARATION:-

I do hereby inform you that the above information is true to the best of my knowledge and I shall Be held responsible if it is found false.

Date:-22/07/2022

Place:-BORIGUMMA