

## Resume

### MANOJ DEY

Date of Birth 23/05/1984

S/O Ajit Dey

C/O Tomar Bhawan Near Jorah Mandir

Dist-Bokaro Steel City\_Jharkhand\* pin-code 827013

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### PROFESSIONAL EXPERIENCE

Total Work Experience 13 years +

**POONAWALLA FINCORP LTD. ( Formally known as Magma Fincorp Ltd. )**  
Since April 2012-Till Date

#### Ops & Accounts Senior Executive (Operation & Cashier Cross Sell Customer Service Officer)

- All OPS Working
- Cross check CAM and Cibil
- Issue Sanction letter
- Processing daily **BDCS** login in system in time.
- Processing of daily Login and Disbursement of entire Branch Location assuring proper **TAT** adherence.
- Ensuring that all the Disbursement and other related activities is done within stipulated turnaround time.
- Maintain **TAT** for disbursement.
- Collect RC, Invoice
- Follow up to sales for **Pre sanction** and **post sanction** docs in time.
- Given DO and Payment Release
- Issue NOC in branch
- Adept in accurate Recording, updating & maintaining of MR books register, maintenance of Stock of MR book.
- Accountable for Physical counting of Cash collection on daily basis.
- Assumes the responsibility of Cash receipting & Cheque Receipting from the Customer & ensure the safe custody of cash at counter & in safe.
- Implementation of Cash Register.
- Daily Send Fund Flow to Soft & Hard copy on daily basis without deviation
- Money Receipt generate on Insurance
- Ensuring of proper utilization of the MR, timely submission of the collection against MR by the field recovery officers & doing continuity checks & escalation of the deviation cases.
- Held responsible for proper processing of Vendors bills for payment & on time follow up.
- Providing feedback to the BH/SBU head & HO for cost reduction & reduction in revenue.
- **Lead generate from customer**
- Direct lead generate & convert to sales Team
- Service to customer for NOC related issue
- Service to Customer for Insurance & Welcome letter
- Maintain of Branch
- Supporting to Admin Related for Branch
- Raising requisitions and assuming responsibility of deployment of IT assets

- Intimating IT Dept. if assets are surplus on account of separations/transfers/re-deployment etc. as and when it happens

➤ **MSHTC Hardware & Training Centre B.S.City** Since December 2009  
to March-2012

### **Accountant, Incharge & Maintain Hardware& Software**

Maintain of Branch  
Maintain of Account  
Maintain Hardware& Software

### **Academic Qualification :**

01. PGDCA from Punjab Technical University
02. B.Com from VBU Hazaribag in the year 2005
03. 12th in Commerce from J.A .C. RANCHI in the year 2002
04. 10th from B.S.E.B. Patna in the year 2000

### **Others Qualification :**

01. Diploma in Computer Information Technology From ACTA (W.B)
02. Diploma in Computer Accounting (Tally) From BIT Bokaro

### **INTERESTS**

Discussion with Existing Customer to gather the market feedback as well as approach for new asset finance  
Willing to Travel &

References Available on Request

**Signature**

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