

# CURRICULUM VITAE

## NARENDRA RATHORE

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### Objective

To build my career in a progressive organization in a leading position, that will provide me numerous opportunities to utilize my Accounting skills and experience in such a way to add more value to the organization and to learn more about Account and Finance.

### Knowledge preview

Accounts Management

Operations Management

Cash Handling

Customer Service Management

Bank Reconciliation

Team Management

Reporting and Finalization

### Professional Highlights – Work Experience

1. Presently working with Poonawalla Fincorp Ltd., as a Branch Operation Manager at Kota Branch from Dec, 2010 to till date.
2. Nine year working experience with M/s Tijaria Polypipes Ltd, Jaipur as Assistant Accounts Manager from 2001 to Dec'2010.
3. Three year experience as an Accountant & Marketing Executive with M/s "The Desert", Kota from 1999 to 2001.

### Job Responsibility at present:

#### Operations

- Login enquiries generated by sales employees with processing CIBIL and internal dedupe
- Process loan files with minimum ops TAT and allocate FI
- Check pre-sanction documents and refer file to credit
- Issue sanction letter and DO
- Following the process / procedure of the company & ensured compliance to rules & regulations of company including latest circulars & notification
- Dispatch file for payment after receipt of instruments

#### Accounts

- Collect cash from customers and FOS
- Effectively managed cash receipts, deposits and updation in the system as well as oversaw day to day physical cash collection with system report and receipts, filling of EOD reports
- Timely banking and preparing fund flow statement on same day

- Reconciliation of cash & cheque on same day & resolve reconciliation query within 24 hours of receipt of mail
- Ensure compliance of guidelines regarding cancellation and destroy of SGMR, safe keeping of cash, excess cash deposition, MR deviation, issue of manual MR, issue of thermal roll and delay cash deposition
- Managing petty cash expenses and preparing petty cash statement as per cycle

### **Customer Service**

- Played a key role in monitoring and supervising day-to-day inbound client calls & walk-in customer queries
- Achieve cross-selling and upselling targets
- Seamlessly handled customer queries regarding SOA, NOC, PMT statement, due charges
- Oversaw NOC issuance and active role in keeping records of NOC issuance and refund details
- Liaised with the HO for timely resolution of customer queries

### **Others**

- Admin, HR and IT support

## **Academic Qualification**

- Secondary from Ajmer Board 1995
- Sr. Secondary from Ajmer Board 1999
- B. A. from M.D.S. University-Ajmer 2003

## **Computer Skills**

- Accounting Packages (Tally 4.5 to ERP 9 (1.3) & any other accounting packages)
- Microsoft Office (MS-Word, Excel, Power Point)
- Page Maker (6.5 & 7.0)
- Internet
- Oracle

## **Fields of Interest**

- Riding Bike, Making new friends, Traveling different places, Net Surfing,

## **Personal Details**

Father Name	Hemraj Rathore
Date of Birth	06th August 1978
Address	H. No. 2-Chha-10, Vigyan Nagar, Kota – 324005 (Rajasthan)

Languages Known	English and Hindi
Preferred Location	Rajasthan
Marital Status	Married

(Narendra Rathore)  
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