

D-2-115  
VALLABH GARDEN  
Bikaner-334001  
# 08079072563  
Mail: [-modi.a@poonawallafincorp.com](mailto:-modi.a@poonawallafincorp.com)

## **AJAY MODI**

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### **OBJECTIVE**

To work sincerely and build a symbiotic relations with the organization where my efforts and hard work will be complemented by career growth, higher degree of responsibility so that I can prove myself to be a valuable asset.

### **ACADEMIC QUALIFICATION**

#### **MBA in Finance**

From Punjab technical university, Jalandhar

#### **M.COM**

MDS University Ajmer

#### **B.Com**

MDS University Ajmer

### **COMPUTER SKILL**

One Year Computer Diploma from BTTI, Pilani.

(Basic Computer Knowledge, MS Office & Guidelines to Internet)

### **WORKING EXPERIENCE**

Working with **Poonawalla Fincorp. Ltd**, as Branch Customer Service from Nov 2004 to till date.

Working with **Poonawalla Fincorp. Ltd**, as Branch Operation Manager from Nov 2004 to till date.

#### **Responsibility**

Customer related issues with NOC, statement etc

Handling Back Office Operations

Handling the enquiries, visiting in Office

Proper up-keep of Office Registers/Files

Prepare Cash flow & Fund Flow on regular basis

HR & Admin related issues

Worked with **Sangam India Ltd, Bhilwara** as Office Coordinator from Oct'2002 to Dec'2003

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**Responsibility**

Handling Back Office Operations

Handling the enquiries, visiting in Office

Proper up-keep of Office Registers/Files

**STRENGTH:**

Initiative planning, organizing and executing skills,

Innovative, detail-oriented, adaptable and responsible

Strong communications and interpersonal skills

Dedication teams spirit and leadership ability

Willingness of learn and zeal of excel

Passion to take challenges head on keenness to take part in all kind

**PERSONAL PERTICULARS:**

Fathers Name : Sh.K.L. Khatri

Marital Status : Married

Language Known : Hindi/English

P. Address : D-2-115  
VALLABH GARDEN  
BIKANER-334001 (RAJ).

**(AJAY MODI)**