



## **AVIRAL PRAVAH**

*E mail – [aviralpravah01@gmail.com](mailto:aviralpravah01@gmail.com)*

*Contact No. - 7070896858 / 9504810126*

### **PERSONAL DETAIL**

FATHER'S NAME - RATNESH BIHARI SAHAY  
DATE OF BIRTH - 02/10/1985  
NATIONALITY - INDIAN  
GENDER - MALE  
MARITAL STATUS - SINGLE

### **PRESENT ADDRESS**

C/O – DINESH SINGH  
2<sup>ND</sup> FLOOR, AJADPATH  
SARISTABAD ROAD,  
GARDANIBAG,  
PATNA - 800001

### **CAREER OBJECTIVE**

Seeking a reputed position with an organization, where good work is appreciated, hard work is rewarded and where I can apply my skill as well as hard work for the organization's best interest and justify my selection in the organization.

### **EDUCATIONAL QUALIFICATION**

- 2005 - 2008 : B.Com from Patna University, Patna.
- 2003 - 2005 : I.Sc from Bihar Inter Council, Patna.
- 2000 : Matriculation from B.S.E.B, Patna.

### **COMPUTER SKILL**

- Substantial Knowledge of MS Office tools (expertise in working with Excel and Word)
- Substantial knowledge of Oracle, Mail (Lotus & Outlook) and NET database.

## **WORK EXPERIENCE**

- **Working as a Legal Executive in MAGMA FINCORP Ltd. (Presently now as POONAWALLA FINCORP LTD effect from 22<sup>nd</sup> July 2021) since Sept.'2014 to till date.**
  - Maintain different types of Legal files, Data / MIS and documents and same the update on daily basis.
  - Operate Oracle – Operate different types of Oracle module and worked on daily basis.
  - Prepares the Legal notice, VIN notice and Execution Petition as per HO report on monthly basis. And same the hand it over to the person concerned for further processing.
  - Always support to concerned Advocates, Recovery team and Legal team whenever they need any kind of help.
  - Answers to the daily queries / request mails by different departments.
  - Does Mails to the Head office and other Branch office for co-ordination in the processes.
  - Customer Support – Always advise the Customer to settle the loan in the interest of the company when he comes to the office with a Legal notice.
  - Receives different types of Advocate's Bills and get them verified and send the same to HO for release the payment through concerned departments.
- **Worked as an Office Coordinator in KC Group of Institutions since Feb.'2012 to Sept.'2014.**
  - Helping the company to maintain relations with partners and suppliers.
  - Acting as business interface so as to filter general information, requests and queries.
  - Greeting all incoming visitors to the office in a friendly, professional, hospitable manner.
  - Processing incoming and outgoing mail.
  - Answering Email, phone and postal queries.
  - Coordinating business events, and travel requirements for senior managers.
  - Managing the office float reconciling monthly bills.
- **Worked as a Store In charge in Aqua & Emporium Shirts since Mar.'2011 to Jan.'2012.**
  - For issue, receipts, documentation, warehousing, inventory, stocking and making computerized entries for the related items. Maintain inward and outward on daily basis.
  - Take stock on weekly / monthly basis and reconcile the same. Inform the office about new stock.
  - Keep track of physical stock and tally with computer records.
  - Generate daily / weekly / monthly stock reports as requested by the management and Plan for upcoming goods, preventive measures and stock control.

- **Worked as a District Coordinator in Sarv Saksharta Abhiyan Trust since Nov.'2008 to Jan.'2011.**

- Open new district wise centers and coordinate accordingly to the HO.
- Monitoring their activities and progress and reporting to the HO.
- Helping in sort out the existing problem acting as an interface between centre and HO
- Helping in creating awareness among the students and people for computer and its utilities.

## **REFERENCES**

Will be available on request

## **DECLARATION**

I hereby declare that all the information given above is true to the best of my knowledge and belief.  
Documents related to this shall be furnished, whenever required.

**Date - \_\_\_\_\_**

**AVIRAL PRAVAH**

**Place - Patna**