

# CURRICULUM-VITAE

## **RANJAN KUMAR MORYA**

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## OBJECTIVE

Intend to work with highly esteemed organization with committed and dedicated people so as to realize my full potential. Willing to work as a learner and want to achieve zenith in the field of interest.

## ACADEMIC QUALIFICATIONS

- BBA from Usha Martin Academy, Ranchi, Session 2011-14, with 1<sup>st</sup> Division.
- Intermediate (Science Stream) from CBSE Board, in 2010 with 2<sup>nd</sup> Division.
- Matriculation from DAV Public School, Hazaribagh CBSE Board, in 2003 with 1<sup>st</sup> Division.

## ACADEMIC PROJECT

1

- **TITLE**-10 KYA WORKSHOP IN IIT KHARAGPUR
- **DURATION** -10 Days

2

- **TITLE**-PROJECT TRAINING FROM SAIL PLANT, BOKARO STEEL CITY
- **DURATION**-Two Months

3

- **TITLE**-AMANAT (AMIN) TRAINING FROM NAV BHARAT NIRMAL



SANSTHAN, CHAS, B.S. CITY

- **DURATION**-Two Months.

### **AREAS OF INTEREST**

- Operation & Accounts

### **OTHER SKILLS**

- Proficiency in Advance Diploma in Computer Application (ADCA)

### **STRENGTHS**

- Self Confidence
- Positive Thinking

### **EXPERIENCE**

1. Data Entry Operator in income Tax Office (Hazaribag, Dhanbad, Bokaro Steel City.) as Outsourcer.
2. Advisor in Birla Sun Life (Hazaribagh branch)
3. SALES EXECUTIVE in IDBI Bank, Hazaribagh Branch.
4. Operation and Accounts Executive in Magma Fincorp Ltd (Bokaro Steel City & Hazaribagh branch)

5. Currently working in Poonawalla Fincorp as Branch Manager

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#### **Job Profile:-**

#### **Operation Manager**

- Identifying and managing risk within the operational activities.
- Evaluating and reporting on activities to ensure all operational activities meet the requirements of the providers
- Provide continuous customer support to the walk in customer on different queries.
- KYC processing, Loan processing.
- Document checking part
- TAT maintain and daily MIS maintain.
- File disbursement with proper verification and Dispatch under TAT deviation.
- Monitoring, evaluating and reporting on activities to ensure all operational activities meet the requirements of the providers.
- DSA, DSE, DEALER payout processing



- PDD(RC, Insurance, Invoice) invocation and maintain MIS.
- Vehicle related NOC processing and Issuance
- General Insurance Policy Issuance.

### **HOBBIES**

- Reading Books
- Listening Music

### **PERSONAL INFORMATION**

- Date of Birth : 01<sup>st</sup> February,1986
- Gender : Male
- Religion : Hindu
- Nationality : Indian
- Marital Status : Unmarried
- Languages Known : Hindi ,English

### **DECLARATION**

I consider myself familiar with any environment am also confident of my ability to work in a team. Hereby state that all the information furnished above is true and correct to the best of my knowledge and belief and I promise to abide by all the norms laid down by your esteemed organization.

**Date: 18<sup>th</sup> Sep - 2020**

**Ranjan Kumar Morya**

