

CURRICULUM VITE

Rabinarayan Mohanty
H/O – Mr Abhaya Charan Kanungo,
At-Shanti Vihar, Aparna Nagar
Po-Chauliaganj, Cuttack-753004.
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ACADEMICS:

- MBA (Finance) from RCEM, Bhubaneswar under Utkal University.
- Bachelor in Science from Utkal University, Orissa with 1st Div.
- DCA from Rotary Computer Center.
- Tally from Royal Computer Center.

CURRENT JOB PROFILE:

Legal Support:

- ❖ Preparing all legal MIS (Execution, 138 & CAC) and circulating the same on a regular basis to the concerned SH's.
- ❖ Oracle updation of all activities.
- ❖ Processing advocate/vendor Bills.
- ❖ Visiting Court and advocates chambers for collecting necessary/relevant documents.
- ❖ Preparing Legal & LOK Adalat Notices.
- ❖ Co-coordinating with Team HO as and when required.
- ❖ Helping Recovery team in day-to-day operations.

JOB PROFILE:

Organization : Poonawalla Fincorp Limited (Formerly known as Magma Fincorp Ltd, Posted at Bhubaneswar)
Period : 10th Jan'2011 to till date.
Designation : Senior Executive

EARLIER JOB RESPONSIBILITIES:

- Responsible for the smooth functioning of the Organization's legal/collection activities.
- Managing vendor activities including Agency/Advocate Bill checking and further processing for payment.
- Co-ordination with Collection Managers, bidders & yard owners for repossessed vehicles as well as disposal of those assets.

- Co-ordination with all legal departments for smooth functioning of Organization as well as disposal of legal matters and legal assets.
- Ensuring Audit compliance.
- Responsible for preparation of all legal MIS and looking after all legal official works.

PREVIOUS EXPERIENCES:

Organization : Info vision Solutions Pvt Ltd.(posted at ICICI Bank Ltd ,
DSMG - Shared Service Group, Bhubaneswar)
Period : Nov 2007 to 8th Jan'2011.
Designation : Executive.

JOB RESPONSIBILTIES:

- Responsible for the smooth functioning of the Bank's collection activities.
- Managing vendor activities including issuance of receipt books & their reconcillation, Agency Bill checking and further processing for payment.
- Co-ordination with Collection Managers, bidders & yard owners for repossessed vehicles.
- Ensuring Audit compliance.

Organization : P.K Technocrats Pvt ltd
Period : April 2005 to October 2007

JOB RESPONSIBILTIES:

- Responsible for the financial transactions of the Company with Banks, Debtors & Creditors.
- Ensuring customer satisfaction.
- Ensuring supply to various dealers & timely collection of receivables.

PERSONAL DETAILS:

Father's name : Late Pitambar Mohanty.
Date of Birth : 16.05.1980.
Marital Status : Married.
Languages Known : English, Hindi, and Oriya.

DECLARATION

I do declare that the above stated information's are true and correct to the best of my knowledge and belief.

