CURRICULUM-VITAE

RANJAN KUMAR MORYA

S/O. Vijay Prakash Mehta and Malti Devi, Cannary Hill Road, Ashok Nagar, Near-Mount Egmont school, Ward No.25 Hazaribagh.PIN-825301.(Jharkhand) Email-ranjan.morya1512@gmail.com Mob no:-+919931132842



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 1st Division.
- ➤ Intermediate (Science Stream) from CBSE Board, in 2010 with 2nd Division.
- ➤ Matriculation from DAV Public School, Hazaribagh CBSE Board, in 2003 with 1st Division.

ACADEMIC PROJECT

1

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

2

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

3

> TITLE-AMANAT (AMIN) TRANNING FROM NAV BHARAT NIRMAN

SANSTHAN, CHAS, B.S. CITY

DURATION-Two Months.

AREAS OF INTREST

➤ Operation & Accounts

OTHER SKILLS

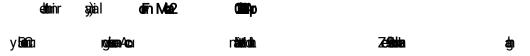
➤ Proffiency in Advance Diploma in Computer Application(ADCA)

STRENGTHS

- > Self Confidence
- ➤ Positive Thinking

EXPIRIENCE

- 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 Cit &



6.Currently

working in Poonawalla Fincorp as Branch

Job Profile:-

Operation Manage 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 : 01st 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 esteem organization.

Date: 18th Sep - 2020 Ranjan Kumar Morya