

Resume

ABHIJIT BALASAHEB LOKHANDE

Mobile No.: 8788534518

Email: lokhande85@gmail.com

- Currently working in **Poonawalla Fincorp Ltd** as a **SR .Branch Ops Accountant / Ops & Accountant Executive** from 06-07-2016 in Ahmednagar Branch
 - **Product** : Car Loan, Tractor Loan, Buisnes Loan, Construction Equipment Loan, Used Vehicle Loan, Commercial Vehicle Loan,
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- Experience in **Mahindra & Mahindra Consultancy Services Pvt Ltd** as cashier

Total Experience 4 Year 1 Months

- Experience in **Rajdeep Buildcon Pvt Ltd , Ahmednagar** as accountant
4 Year 3 Month
- Current Role: **SR Branch Ops Accountant / Ops & Accountant Executive**
Poonawalla fincorp Ltd ahmednagar Branch current salary Rs.22900

File work :-

- To check the application form
- To check the credit screen and process the payment
- To check the online KYC document Properly.
- To the face customer Problem .
- To conveyance them about our products.
- To check property document.
- To check high mark report .
- To check CIBIL report .
- To Credit the file then punching in system.
- To Solve there queries queries very carefully & finally disburses.

Office Work

- Cash maintenance ,collection , Handling branch administration & operations,
- system update, Recommend procedural changes to enable branch function more effectively,
- Update all MIS ,Administer, monitor and reconcile various accounts, statements, and reports,
- Update day today all branch register, Maintain office files and complete documentation for employee payments, appointments, sabbatical leaves, absences,

- Schedule meetings, take minutes, and follow up on decisions within area of responsibility,
- Overall productivity with regards to member / marketing person & service request handling,
- Attend to escalated service requests, grievances of marketing persons, members and applicants,

Education	<ul style="list-style-type: none"> • 2006 -. Graduation In Bachelor Of commerce pune university • 2003 : HSC From pune univercity . • 2001 : SSC From pune univercity
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1)MS-OFFICE

2) TALLY 7.2

Date of Birth	26 AUG 1985
Sex	Male
Marital Status	married
Nationality	Indian.
Father's Name	Mr. Balasaheb Lokhande
Contact Address	148, Laxminagar, Aurangabad road Vasant tekadi, Ahmednagar
Mobile No.	87885345818
Languages known	English, Marathi and Hindi
Hobbies/Interests	Listening Music, Watching Movies & travelling, Reading

Operating System	Oracle, Windows XP, Windows 7, Windows 8, BRMFO, BR.Net. POC.
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Date : 02/03/2022

Thanking you Sir ,

Place : AHMEDNAGAR

ABHIJIT LOKHANDE