

## Resume

**PRANAB SHANKAR**

Address for correspondence:

Parijat Road No -21,  
Rajeev Nagar, Patna, Pin No:-800024 Bihar.

**Email Address: shankar.pranab@yahoo.in**

**Mobile No. : 7979098821 / 7763816599**

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### **Career Objectives:**

Having 12+ yrs. of experience in NBFC, where I got the vast experience on Accounts, Operations and Management area. Seeking a challenging environment where my academic knowledge and corporate experience can be shared and enriched.

### **Strength**

- Highly motivated and goal oriented with the ability to work independently and as a part of a team.
- Strong problem solving and analytical skills.
- Detail-oriented, multi tasking with strong organizational skills.
- Ensuring timely disbursement of Loan file booking of ABF & SME / Cash collection and Banking activity. (Being NBFC company, there is large transaction of Cash / Cheque across the locations)
- Customer Centric.

### **Working Experience:**

- 1) Currently working for **Poonawalla Fincorp Ltd.** as a **Asst. Manager** (Team Leader- Operations & Accounts – Customer Service – Central and South Bihar Territory) Posted at Patna (Bihar).

### **Job Responsibility:**

- 1) Controlling 7 branches under Bihar Territory for Ops & Accounts and Customer Service activity.
- 2) Ensuring Proper Accounting of Receivables, Petty Cash, timely disbursement of Loan for ABF & SME files with proper compliance.
- 3) Banking and Cash pick-up compliance.
- 4) Monitoring compliance of laid down process and policies, without any deviations. Ensuring the accurate and timely reporting by Branch Ops Accountants , Looking after day to day office administration work. Fixed Asset Maintenance, Licensing for statutory compliance like – Trade License, Shop and establishment.

- 5) Conducting Monthly surprise visits/audit of branches. Assisting IAD team in investigation of fraud / integrity issue cases.Coordinating with HR for joining formalities, ESI related, PF

**Job Responsibility:**

Finalization of Books of Accounts of its all units and consolidation of the same for Balance Sheet, dealing with Banks, preparation of BRS, MIS for Directors, Conducting Internal audit of sister concerns/Branches to ensure proper control, Monitoring Stores/Purchases, Receivables, cost control, Dealing with statutory auditors, Sales tax authority, Service Tax, TDS & local govt. authorities.

- 1) **Mahindra & Mahindra Financial Services Pvt.Ltd. (Patna) in 2007** ,day to day accounts/Ops work.

**Educational Qualification:**

B.Com from Patna University, Patna / Diploma in Computer Applications.

Academic qualification:					
Class	Board/University	Board/University	Subject	Passing Year	Remark
10th	B.S.E.B.	B.S.E.B.	Commerce	1997	2 nd Division
I.Com	PATNA UNIVERSITY	PATNA UNIVERSITY	Commerce	1999	2 nd Division
B.COM	PATNA UNIVERSITY	PATNA UNIVERSITY	Commerce	2002	1st Class

**Computer Knowledge:**

Oracle,Finnone ,Tally, MS Word, MS Excel etc.

**Personal Details:**

Date of Birth : 02/07/1982  
Fathers Name : Mr. Shyam Shankar Sinha,  
Permanent Address : Parijat Road No -21,  
Rajeev Nagar, Patna ,Pin No-800024 ,Bihar.

Place: Patna

Dated: 22/12/2021

(PRANAB SHANKAR)

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