

• **CURRICULUM VITAE**

Name – Anuj Kumar

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Objective

To work in a challenging environment where not only my knowledge and abilities can be best utilized for the purpose of achieving vision & mission of the organization but which also offers a strong foundation for learning and exposes me to new challenges.

Academic Qualification:

Degree	Institute / University	Board	Year
B.com	L.N.T. College	B.R.Ambedkar Bihar University, Muzaffarpur	2009
I.com	Lohia College	BSEB Patna	2006
Matriculation	MUKHARJEE SEMINARY HIGH SCHOOL MUZAFFARPUR	BSEB Patna	2004

Work Experience:

Total Experience: 6 Years

POONAWALLA FINCORP LTD (Formerly known as Magma Fincorp Ltd.)

August 2015 to till now

Branch operation executive and customer services

Job Responsibilities:

- ABF and SME file process through LOS / ORACLE / FINONE for booking and payment approve at HO level within TAT
- Proper Document checking and file dispatch to HO office.
- Generating lead (cross sale).
- File login in ORACLE/POS for sent to approval.
- Coordination with different collection TL for case closer which in bucket.
- Processing contract termination of NOC to customers on time, when the loan gets matured.

- RC updating, Invoice & Insurance verification & Modification in online software (CRM)
- Customer loan account (SOA) timely verification also satisfied to the customer
- Banking Maintaining Cash & Cheque (CMS) on regular basis by the EOD.
- Cash receiving from customer as well as Field cash collection executive Also.
- Daily basis Banked cash & cheque generate PIS punch in SAP also keeping PIS data separate in excel sheet.
- Preparing month end reports & various MIS and reported to management.
- Checking & verifying the loan agreement & CIBIL score of the customers.
- Making timely payment to vendors, suppliers, service providers and staff (advance/ reimbursement)
- Maintain Petty Cash on daily and replenishment and responsible for daily cash reconciliation.
- Process, payment approval, updation cash book, physical cash balance and book balance.
- Coordinate and help in Internal and external audit at Unit.
- Provide extracts of all information, Including MIS, as required by the auditors.

Professional Qualification:

Father's Name	-	LT Dwarika Prasad
Date of Birth	-	15 th -June-1989
Sex	-	Male.
Language Known	-	English & Hindi
Marital Status	-	Married
Nationality	-	Indian.
Interest & Hobbies -	-	Listing Music, Playing Cricket.

I hereby declare that all the information furnished above is complete to the best of my knowledge & belief

Date:

ANUJ KUMAR

Place:

Signature