

Mailing address:

C/o Prasad Bhawan
 Dawai Shop Bulaidih Road,
 Gamharia
 Mob. No.: (+91) 7903274457
 Email – pass_users@yahoo.co.in

CAREER OBJECTIVE

A professionally challenging career, which will provide opportunity for continuous growth and learning with a dynamic organization which values individual contribution.

EDUCATIONAL QUALIFICATION

Post Graduate Diploma in Management	(Session 2007-09) From Sinhgad Business School, Pune. % Marks=54.7, (Marketing)
Post Graduate Diploma in Import and Export	(Session 2009) From Sinhgad Business School, Pune University, Pune. % Marks=60.4
Post Graduate Diploma in Foreign Trade	(Session 2009) From Sinhgad Business School, Pune University, Pune. % Marks=51.44
Bachelor In Information Technology and Management	From Informatics, Jamshedpur in 2004, Utkal University, Bhubneshwar % Marks=58.02
Intermediate	From K.M.P.M Inter College (Bihar Intermediate Education Council, BIEC) in 2000. % Marks=50.04
Matriculation	From Vidya Jyoti School (CBSE board) in 1997. % Marks=54.6

ADDITIONAL SKILLS

Computing	<ul style="list-style-type: none"> MS - Office, Internet, Windows, Lotus 123, ORACLE, Tally
SUMMER INTERNSHIP	<p>Organization : TATA STEEL Ltd.</p> <p>Duration : 2 months.</p> <p>Project Title : Study on Reconstruction of Strategic Business Unit (SBU).</p> <p>Scope of the Project: To help the organization with new dimensions to make effective and satisfactory decisions.</p>

WORK EXPERIENCE

1	<p>Currently Working with POONAWALLA FINCORP LTD as a Senior Executive (Operations & Accounts).</p> <p>Duration : November 2021 to Till Date.</p> <p>Location : JAMSHEDPUR</p>
2	<p>Worked with HDBFS. as an Operation Executive in Commercial Vehicle (Operations, Accounts).</p> <p>Duration : May 2021 to Nov 2021.</p> <p>Location : KHARAGPUR</p> <p>Job Description : File Disbursement,Cash collection of walk-in cust, Collection Officers, Taking care of loan closure, Customer Service.</p>
3	<p>Worked with INDIABULLS CONSUMER FINANCE LTD. as a Senior Officer (Operations, Accounts & Branch Admin).</p> <p>Duration : March 2019 to 15 June 2020.</p> <p>Location : JAMSHEDPUR</p> <p>Job Description : Checking the documentation part as per norms of Personal & Business Loan, Booking of Files for payment release, updating the payments of the customer in SOA, Taking care of loan closure, Customer Service.</p>
4	<p>Worked with MAGMA FINCORP LTD as a Senior Executive (Operations & Accounts).</p> <p>Duration : November 2016 to March 2019.</p> <p>Location : JAMSHEDPUR</p>
5	<p>Working in CHANDRA ENTERPRISES (Authorised Dealer of TYROLIT INDIA PVT LTD. & LOSMA INDIA) as a Senior Sales Manager.</p> <p>Duration : July 2015 to till November 2016.</p> <p>Location : JAMSHEDPUR</p> <p>Job Description : Supply of materials to the customers (TATA STEEL, TIMKEN, TATA MOTORS, CUMMINS, TINPLATE), Import documentations.</p> <p>Job Type : B2B.</p>
6	<p>Worked with MAGMA FINCORP LTD under the payroll of "MAGMA ITL FINANCE LTD." as a Senior Executive (Operations).</p> <p>Duration : December 2011 - June 2015</p> <p>Location : DHANBAD</p> <p>Job Description : Generating the enquiries, Checking the documentation of the interested customers, Processing the approved files for Delivery Order, Payment Following up, RC & INVOICE updating, NOC processing.</p> <p>Job Type : B2C.</p>
7	<p>Worked with Ruchika Engg. Works (Authorized dealer of Carrier Air-conditioning & Refrigeration Ltd.) as a Business Development Officer.</p> <p>Duration : November 2009 – September 2011.</p> <p>Location : Chanakya Place, New Delhi</p> <p>Job Description : Selling of Annual Maintenance Contract (AMC) of Carrier Air – Conditioners, Working on Tenders, Making Proposals, Following Up to the Customers, Converting the Leads into Business.</p> <p>Job Type : B2B, B2C</p>
8	<p>Organization : Tisco Growth Shop, Jamshedpur (Off roll)</p> <p>Duration : 2004 – 2007 (3 years)</p> <p>Location : Gamharia</p> <p>Job description : Material issuing, preparing weekly Machine Report, Actual Man Hour</p>

ACHIEVEMENTS

➤	Active member of Adventure Club, School Level.
➤	Represented School as a captain in volley ball.
➤	Represented college house in High Jump, Position Secured 3rd.
➤	Successfully completed the Fire Safety Training Program Conducted by Usha Fire Safety Equipment Pvt Ltd.

STRENGTHS

➤	Good people skills, Learning zeal, Adaptability to working environment, Multi tasking abilities, Optimistic & Creative
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PERSONAL DETAILS

Permanent Address	H. No. – C/O Prasad Bhawan, Dawai Shop, Bulaidih Road, Bhalotia, Beside Bhagat Medical. At/ PO – Gamharia, Dist – Seraikela-Kharsawan, Pin – 832108 [Jharkhand]
Father's Name	Mr. S. S. Prasad
D.O.B.	08 th June 1979
Sex	Male
Nationality	Indian
Marital Status	Married
Language	Hindi & English

DECLARATION

I hereby declare that the information furnished above is true and complete to the best of my knowledge and belief.

Date:...../...../.....

Place:

Signature