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## Objective: -

To attain excellence in the professional world by gaining experience and exposure from the industry, and to help the industry grow in whatever way I can through hard work and determination.

## EXPERIENCE:

- Working with Poonawalla Fincorp Ltd as Branch Operations Manager.
- Worked with Birla SunLife Insurance Co.Ltd as Branch Operations Executive in Hamirpur - Jhansi.
- Worked with Skilling India Skills & Knowledge Initiative Pvt.Ltd. as Back office Executive in Jhansi.
- Worked with Maadhyam Networks as Technical Support (Client Birla Sun Life Insurance Co.Ltd) for 1.8 years.
- Worked with Jet King Bhopal as Technical Support for 7 months.

## Work History:

*Poonawalla Fincorp Ltd (May 2016 to present) 6.6 Years*  
*Birla SunLife Insurance Co.Ltd (Feb 2014 - 23 April 2016). 2.3 Year*  
*Skilling India Pvt.Ltd. Jhansi (January 2012 - Feb 2014). 2 Year.*  
*Maadhyam Networks as FM Engineer. (Jan 2011- Aug 2012) 1.8 Years*  
*Jet King Bhopal as Technical Support. (Jan 2010 - Jul 2010) 7 Months.*

## Roles & Responsibilities:

- Coordinate with HO for customer related queries and close within TAT.
- On boarding new customers.
- Working on CAS and LMS to disbursed Used car files.
- Working on Oracle to download Repayment structure and SOA of cases.
- Preparing regional MIS and sharing on daily bases.
- Responsible of daily cash and cheque received at branch.
- Scrutiny of loan disbursement file and release payment as per process.
- Coordinating with all branches in region for some MIS
- Coordinate with customers for necessary documents for Customs clearance.
- Responsible for issuance of NOC of customers whose loan are closed as per process.
- Process of Car, Tractor CV, loans disbursement files as per process of company.
- Doing documentation & quality check.
- Receipting of installments and Timely deposition of cash and cheque on daily bases.
- Prepare DCR on daily bases.
- Payments of utility bills done on timely bases.
- Create Imprest as per company policy.

### Accounts and administration responsibilities:

- Responsible to timely payment of vendors.
- Manage petty cash and branch little expenditure.
- Utility bill payments.
- Cash management.
- Create vouchers and send to HO for clearance.
- Handel Third Party vendors, creation vendors if required.
- Responsible for login of new business and renewals.
- Complete joining formalities if new employee joins the organization (Birla sunlife Insurance).
- Reconciles transactions by comparing and correcting data.

### QUALIFICATION:

#### A). Academic:

QUALIFICATION	BOARD	RESULT
B. Com	Bundelkhand University Jhansi	Passed
Intermediate	Allahabad Board	Passed

#### B). Professional

QUALIFICATION	INSTITUTE	RESULT	GRADE
Networking Professional (MCSA, CCNA )	IIHT	Passed	A+

### Computer Knowledge

- Knowledge of Basic Computer
- MS-OFFICE, MS-EXEL.
- Networking and Hardware.

### INTEREST/ACHIVEMENT

- Received Price in achieving cross sell target.
- Like to play Guitar.
- Like to signings

### STRENGTH

- Hard work with full Enthusiasm.
- Believe in our self.
- Providing Better Service and Better Quality.

### PERSONAL DETAILS

FATHER'S NAME	:	MOHD. ALI
DATE OF BIRTH	:	29-DEC-1984
RESIDENCE NO	:	7617845566
NATIONALITY	:	INDIAN
LANGUAGE KNOWN	:	English, Hindi
Marital Status	:	Married

Date:  
Place:

(Rizwan Ali)