

RESUME

2269,First Street,
Maliwada's Pole,
Halim Street, Shahpur,
Ahmedabad-380 001.
Phone: 919909946012
E-mail:
ramimegha@gmail.com

Meghna Rami

OBJECTIVE

I Believe in the fact that success is not possible without hard work and sincerity. I believe working in organization that can explore & use the Skills that I have. & gain maximum practical knowledge

EDUCATION

H.S.C. with 50% (G.S.E.B.)
S.S.C. with 65% (G.S.E.B.)
S.Y.BCOM with 50% (Gujarat University)
(Subject - Advance Accountancy)

COMPUTER SKILLS

Platforms: Operating System MS-DOS,Windows 3.1/95/98/NT/2000,LAN(4X),INTERNET
Software: Ms-Office 2000,FrontPage,(Web Desg., FoxPro 2.5,Tally 5.4 new Deal, Coreldraw-9,Pagemaker-6.5,PhotoShop5.5,Corel,Photopaint,AdobeAcrodeReder,
Programming: HTML, DHTML, and XHTML,Java Script,C,
• F.A.S. with A+ Grade from Noble Computer Training Div.,-1998

RELEVANT EXPERIENCE

NOBLE COMPUTER TRAINING DIVISION PVT LTD.. (LECTURER) , Textile Technician soc. Nr. Dinesh Hall, Income tax. (April 2000- Sep 2003)

- Computer Training to Students
- .Lecturer

RELIANCE COMPUTER DIVISION (TUTORE),B.G.Tower,Delhi Gate,shahpur,Ahmedabad (May 1998 - Sep 2000) and other branches.

- Computer Training to Students.
- Lecturer

Perfect Solution (Collection Agency, TATA TELESERVICES LTD.) 308, Rajvi Complex, Maninagar (Oct 2003 – March 2007). Ref: **Mr. Vishalsing chauhan—9825098899, Mr. Rajivsing Thakur ---9824303977**

Designation : Team Leader (Administration) - Perfect Solutions

RESPONSIBILITIES

- ✚ Back Office performance review and analysis on different parameters of Backhand
- ✚ Coordination with the team and departments for the smooth functioning of customer department
- ✚ Coordinating with different functions, dealers to resolve the complaints in given Service Level Agreement time.
- ✚ Maintain the relation between executive and the management
- ✚ MIS to senior management, which includes daily MIS, Weekly comparison & Monthly reports.
- ✚ Monthly Back Office planning
- ✚ Collection of the payments (**LIVE BUCKET, RETAIN CASES & RELOGIN CASES**).
- ✚ Getting collection of at least 92% of the total portfolio
- ✚ Leading a team of Total 25 well trained collection & Retention executives and 10 Telecaller
- ✚ Making the adjustments if it's possible.
- ✚ Including work SBI Credit card (Recovery) , ICICI Two wheelers and Personal Loan ,
Payment Collection, Airtel - Bharati Tele-Ventures Limited.(30-60 Bucket), CitiFinancial Consumer
Finance India Ltd.(Bucket 0,1,2), H S B C Bank Corporation Ltd.(Bucket -1 Chq Bounce Payment Collected)

Anjanika Buildcon Pvt. Ltd. (Out Door Advertisement & Signage Solution)

(April 2007-Nov 2012) (Ramdevsinh D Gohil – 9727633399)

Work with Corporate Company: Vodafone ,Airtel ,MTS, Reliance, DishTV

302, Sarthal-1, B/H Uraj House Swastik # Roads. C.G. Road, Navrangpura Ahmedabad-380009

Designation : Office Administrator (Sr. Executive)

Kotak Mahindra Bank LTD(Dec 2012-Oct 2016)

Unit No. 223 – 229, 2nd Floor, Siddhi vinayak

Ahmedabad

Gujarat - 380006

Designation: Back Office (Coordinator for Maharashtra Gujarat and MP)

- + NCL calculation for the Month.
- + DRA and Agency Costing.
- + Future Loss Projection for QTR and FY.
- + Efficiency calculation for the Month, QTR and FY.
- + Other time based MIS as required by RRH.
- + Product wise Reporting to RRH.

Continue Job...

Poonawalla Fincorp Ltd/Poonawalla Housing Finance Ltd..(oct-2016 continue..

1st floor ,Aunum Avenue, Mithakhali Six Road,

Opp Kotak Mahindra Bank,Ahmedabad-380006

Designation-West Legal Co-coordinator.

- + Preparation of MIS of all recourses like EP,SARFAESI, Section 34,CAC,CBC,Section 138,Section 17,Section-9 and coordination with Central team(Portfolio:-ABF,HL,SME
- + Coordination with entire Gujarat Advocate for Billing Activity and MIS
- + Billing activity of Advocate and other agency of entire Gujarat
- + Coordination with Recovery team and providing summons, warrants as per their requirement.
- + Coordination with Central team regarding New Empanelment Advocate, MIS, Clearance of bill of Advocate and providing all support to SLH and ZLH

Personal Info

D.O.B	5 th August,1978
Martial Status	Married
Languages Known	English, Hindi, Gujarati
Interest	Reading, Music

Thank You.

[Meghna Rami]