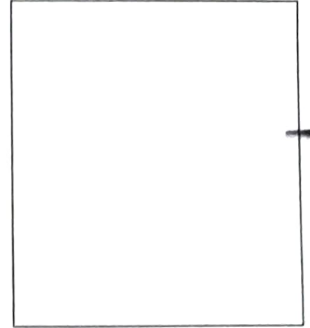


Curriculum Vitae

Manoj Kumar Majhi

Mobile : 7504009697/ 6371734744

E-Mail : manojmilu987@gmail.com



CAREER OBJECTIVE

I want to be a part of an organization where I can use my professional knowledge and technical skills, what I have learnt from academic career and professional experience gained during my period.

WORK EXPERIENCE

- Working in **Poonawalla Fincorp Limited**, Cuttack as Branch Operation Officer From the period July 2021 to till date.
- Worked in **Tata Capital Financial Services Limited**, Bhubaneswar as Operation Executive From the period Nov 2018 to July 2021.

Job Responsibility: -

- Handle Loan Product(TWL, Consumer Durable, Auto loan, PL & BL) activities
- Process for Loan File NDC Check and assign query to Sales Team
- Completed Loan file process for Disbursement within TAT.
- Maintain Regular Disbursement & Cheque Handover MIS
- Responsible for Disbursement Cheque Handover
- Responsible for Audit query revert for the Disbursement Loan Files
- FPR for the Process Quality Check regarding the NDC & Disbursement
- Updated Policy & Circular Process note implementation between Team mates
- Process the NACH mandate Registration Activities
- Full time handling the Customer care activities
- Balances cash drawer by counting cash at beginning and end of work shift
- Deal with returns and refunds as necessary.
- Collect cash, cheques payments from customers.
- Resolves customer issues and answers question

- Worked in **Vision Care Eye Hospital**, Bhubaneswar as Accounts Executive From the period of April 2018 to Oct 2018

Job Responsibility: -

- Maintaining Excel Sheet of Customer Details.
- No error in cash reconciliation.
- Daily basis report to my senior.
- Manually record documentation
- Physical Bill checking
- Maintenance of Files and Records.

EDUCATIONAL QUALIFICATION

- Completed **Matriculation** from **Board of Secondary Education**, Odisha. (2012)
- Completed **+2 (SCIENCE)** from **Council of Higher Secondary Education**, Odisha (2014)
- Completed **B.com** from **Utkal University**, Odisha (2018).
- Completed **SMART PGDCA** course from **Gyanashree Institute of I & T**, Odisha. (2018)
- Completed **Tally.ERP 9** course from **Odisha Computer Application Centre**, Odisha (2018)
- Continue **MBA(DISTANCE)** from **DDCE, Utkal university**, Odisha.

STRENGTH

- Good Accuracy and attention to details.
- Strong analytical and problem solving skills
- Ability to work in pressure situations.
- Ability to work in a team.

COMPUTER PROFICIENCY

- MS Word, Excel, MS Power Point, Tally.ERP-9, GST
- Internet proficiency.
- Email communication

HOBBIES

- Playing Cricket
- Travelling to historical place.
- Making new friends.

PERSONAL PROFILE

- Date of birth : 27/02/1997
- Father’s Name : Late Vasudev Majhi
- Mother s name : Annapurna Majhi
- Gender : Male
- Marital statu. : Single
- Nationality : Indian
- Religion : Hindu
- Languages known : English, Hindi, & Odia
- Communication Address : Plot No-269,Sikharchandi Nagar
Near Patia Big Bazar, Bhubaneswar
Pin-751024

DECLARATION

I hereby declare that the above-mentioned information is correct to the best of my knowledge and belief, and I bear the responsibility for the correctness of the above-mentioned particulars.

Date:

Manoj Kumar Majhi
(Manoj Kumar Majhi)

Place: