

## KISHOR KUMAR PAWAR

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Address: 10 NEW MALVIYA NAGAR  
INDORE MADHYA PRADESH  
Email: kishorpawar7751@gmail.com  
Mobile: 9977967751

### Career Objective

To seek a challenging and growth-oriented career in a dynamic organization, which believes in individual development. Would like to work in an innovative environment and contribute to the success of the organization.

### Professional Experiences

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#### Current Organization – POONAWALLA FINCORP LTD

#### Current Designation – Senior Executive – Coordinator-Stock Liquidation Management (MP & CG)

**Location** - Indore  
**Department** - Asset Disposal  
**Period** - From 22 July 2021 to till date.  
**Company** - POONAWALLA FINCORP LTD

#### Job Responsibility: -

- Prepare Auction repo stock data: Vehicle valuation, collect quotation & updation.
- Receiving quotations for sale, preparation of sale approval matrix and getting approval for the same, Completion of sale process, on receipt of sale proceeds, by issuing release letter and other documents
- Repossession & Stock, Maintaining Excel Repossession Stock register, Issuing Repossession kit, as advised by State Head (MP&CG) to all authorized repossession agency.
- Carrying out repossession related entries in Oracle & Valuation.
- Receiving of Repossession bills and processing the same for payment from HO.
- Loss Matrixes, Monthly Sale details, Auction List, Repossession List
- Maintenance of Stock MIS and Other tracker.
- Visit to the yards for checking the Repossessed vehicles.

#### Previous Designation – Senior Executive – Recovery MIS & Support Officer

**Location** - Indore  
**Department** - Recovery  
**Period** - Since 18 May 2010 to 21 July 2021.  
**Company** - MAGMA FINCORP LTD

#### Job Responsibility: -

- Building a fruitful and cherishing relationship with the customers.
- Responsibilities for collections and prepared daily collection MIS.
- Handling Collection agency & Repossession agency.
- Handling billings related issues, inquiries, and reporting to concerned authorities for resolution.
- Timely resolutions for customer's queries and complaints to achieve customer satisfaction.
- Making out bond calls for collection, cheque bounces etc.
- To make recovery of the defaulter's payment & initiate legal action.
- Ensure timely collection and focus on buckets movement.

- Maintaining collection reports & MIS on daily and monthly basis.
- Managing and updating customers' database.
- Prepare Closer & Sale Matrix for repossession vehicle.
- NOC Issue to customer and handling NOC related issue.
- Handling Asset customer & resolving their issues by providing best possible solutions with Sales, Collections & Operations.
- Issuing Rental Insurance policy cover note.
- Undertaking other duties as required by State Head and management.
- Handheld device issue to FOS and related all MIS generation, Updation & FOS Coordination.

**Previous Designation – Team Leader (Back office) & Sales Coordinator**

**Location** - Indore  
**Department** - Fleet Card & Pay Direct Cards (ICICI Bank Ltd)  
**Duration** - 1<sup>st</sup> April 2009 to 17<sup>th</sup> May 2010.

**Department** - Credit Cards & Merchant Acquiring (ICICI Bank Ltd)  
**Duration** - 1<sup>st</sup> Nov 2005 to 31<sup>st</sup> March 2009.  
**Company** - ICICI Bank Ltd

**Work Profile**

- Salary Upload of ICICI Bank Corporate.
- MIS Generation as per requirement of SM & ASM.
- Sending MIS of whole West Region daily & monthly to Higher Authorities.
- Documentation and Renewal of DSA Agreement.
- Coordinating with Internal Department.
- Corporate Handling: Queries resolution of telephonic calls.
- Dealers Handling Outlet of Hindustan Petroleum Corporation Ltd.
- Handling all the Coordination work between Credit Process Agency & Direct Sales Team.

**Banking Software**

- I-View Releate to customer's Loan a/c, Saving a/c and Current a/c
- ICICI Prepaid side: Related to customer's Salary a/c
- NACS, FCRM and other banking side.

**Previous Designation – Computer Operator**

**Location** - Indore  
**Duration** - 1<sup>st</sup> July 2004 to 30<sup>th</sup> Oct 2005.  
**Company** - Sethiya Khandelwal & Co. (C.A)

### ***Education***

- » **MBA in (Finance)**, from Institute of Management Studies (University DAVV) Indore
- » **CA PE-II 1<sup>st</sup> Group Clear**
- » **B. Com** Gujrati College (DAVV) Indore (59%)
- » **12<sup>th</sup> (Commerce)**, M P Board Bhopal ( 61%)
- » **10<sup>th</sup>** M P Board Bhopal (67%)

### ***Training and Certificate***

Certificate of Typing Exam (English)

250 Hours Computer Training from **ICAI**

### ***Personal Particulars***

Fathers Name - Mr. Jhanaklal Pawar

Date of Birth- 26<sup>th</sup> January 1980

Language Known – English & Hindi

Marital Status - Married

Nationality - Indian

Permanent Address - 10 New Malviya Nagar, Indore –452010

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