

## **CURRICULUM-VITAE**

### **Manoj Swami**

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#### **OBJECTIVE:**

- Be an asset for the organization which constantly reveals perspective concerning technology and market development worldwide and contributes to the development of living as a whole.

#### **WORK EXPERIENCE:(15 Years)**

**Working with IIFL GOLD LOAN Group of Companies as a Deputy Manager in Khatipura Circle, Jaipur (Rajasthan) from 2 May 2011 to Now.**

**\* Roles and Responsibility.**

- (1) Loan disbursement, gold loan, home Loan, Personal Loan, demat Account Mutual Fund health insurance,
- (2) Customer relationship
- (3) Marketing activities
- (4) Finance Activity, Cash activity, Bank activity, IMPS, RTGS, NEFT
- (5) Collection Activity
- (6) Prepare Daily MIS
- (7) Prepare office File and Documents Work
- (8) Verify On-Line transaction
- (9) Customer verification
- (10) Customer KYC Process
- (11) Customer-aware Online process
- (12) Customer satisfaction

- **Working with Manappuram Group of Companies as an Assit.Branch  
Head in Shastri Nagar Bhilwara (Rajasthan) 21 SEP 2010 To 30 April 2011**
- **Working With Oswal Data Processors Jaipur (Rajasthan) as an Back Office Operation 1 April 2009 To 15 SEP2010**
- **Working With Vamshi Rubber LTD in V.K. I AREA in Jaipur (Rajasthan) Back office Operations 1 May 2008 To 30 March2009**

### **Qualification:**

**M.com from the University of Rajasthan in 2010. B.com from the University of Rajasthan in 2008. XII th (com.), Rajasthan Board Ajmer in 2005. X th, Rajasthan Board Ajmer in 2003.**

### **Technical Qualification**

**One Year Diploma in Computer software.  
(MS Office, excel PowerPoint )  
Diploma in TALLY.**

### **Strengths:**

Honesty  
Learning ability.

### **Hobbies & Interests:**

Surfing on Net. Play-  
Cricket,  
Reading News Paper.

## **Personal information:**

|                 |                           |
|-----------------|---------------------------|
| Date of Birth   | 11 Jan 1988               |
| Father's Name   | Sh. Ram Kishan Swami      |
| Marital Status  | Married                   |
| Sex             | Male                      |
| Languages Known | English, Hindi & Regional |

## **Declaration:-**

**I hereby declare that the information provided by me is true to the best of my knowledge.**

**Date:- / /**

**Place: Jaipur (Rajasthan) (Manoj Swami)**