

# DARSHAN AR

S/O Ramesh

Aralalusandra (V) Channapatna

(T) Ramanagar (D) Karnataka

562159

- A Competent professional with 3 Years of experience in Accounting, Accounts Receivable Accounts Payable, Bank Reconciliation statement, MIS Reporting, And KYC Verification and Loan Approvals, Inside Sale, internal and statutory audit.
- Received Appreciation Best Worker in Branch 2023 in Mahindra and Mahindra Financial Service LTD.
- Agile at upholding healthy Employee Excellent leadership Skills and Transparent Environment.
- To Seek Challenging job that encourages creativity and provides Exposure to New technology to achieve Professional and Personal Growth.

## EDUCATION DETAILS

- S S L C : GOVT HIGH SCHOOL Aralalusandra (2015)
- P U C : GOVT Boys College Channapatna (2017)
- B Com : GOVT GFJC Degree College Channapatna Bangalore University (2020)

## IT SKILLS

- MS-Excel, MS-word.
- Basic excel macro recording.
- Tally
- MS- Office, CRM,
- Slate
- Emlap

## PERSONAL DETAILS

- Name : DARSHAN AR
- Father Name : RAMESH
- Marital status : Unmarried
- Languages known : English, Kannada,

- Date of Birth : 01/01/2000
- Permanent Address : Aralalusandra Village Channapatna (T) Ramanagar (D)

### **Key Result Areas.**

#### **WORKING IN MAHINDRA AND MAHINDRA FINANCIAL SERVICES LTD (OPERATION MANAGER)**

- Managing monthly book closure and providing MIS to management on time to team.
- Delivery order Processing
- PDD updating
- Online & Physical Auction Preparation,
- CAM Generation
- Cash Handling & Management,
- Sellers Payment, sale proceeds Receipt Acknowledgment & Verify Delivery Order,
- Receipt of Buyer acknowledgement for vehicle & documents release and uploading,
- Issuing Gate pass (Sold & Normal releases), Sale Cancellations,
- Banking Activities, Buyer & Seller Refunds, All Billing & Collection Management (Invoices),
- Expenses booking and clearing, Admin Activity, Stationary & TR Maintenance,
- Convincing customer explain of FD and company products,
- Approving or rejecting Loan applications, based on norms,
- Helping to enhance the quality of credit applications,
- Explaining the risks involved to credit applicants
- Calculation of IRR, review of documentation i.e. customer exposure limit, customer financial details, KYC details of the customer.
- Handling over all Unit Expenses.
- Solving customer related queries.
- Closer and disposal, repo processing.

- Month end reporting.
- Review of bank reconciliation statement.
- Rising vouchers for receivables and payables.
- Processing TA activities and co-ordinate with dealer and HO.
- Archive industrial Target of Company Product.(FD)

❖ **DECLARATION:**

I hereby declare that all the information furnished above are True to the best of knowledge.

Date :

Place :

(Darshan AR)