

# **BHARATI KUMARI MAHATO**



**Address: At-I.G. Market, Burla Near Andhra Bank**

**Po-Burla, Dist-Sambalpur**

**State-Odisha, India**

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## **CAREER OBJECTIVE**

Seeking a career in a growing organization which offers professional growth where my talents, hard work and dedication would be recognized giving me an opportunity of growth in my career.

## **PROFESSIONAL EXPERIENCE SUMMARY**

### **1. Bajaj Auto Finance Limited.**

Currently working as two wheeler Financer (DMA) in Bajaj Auto Finance Ltd. Sambalpur from Dec 2019 to till date.

#### **Role and Responsibilities are as follows:**

- Analyzes the financial viability and CIBIL Score of customer and determine if they qualify for Bajaj Auto Finance two wheeler loan.
- Discussed Bajaj Auto finance's policy and scheme programs with prospective customers.
- Reviewed all submitted loan documents to make sure these are valid, updated and acceptable in accordance with the company guidelines.
- Offered loan to first choice new and existing customer with good credit track record.
- Maintain the Enquiry properly, handled customer complaints and worked to have them resolved within a reasonable time frame.

### **2. Jalan Automobiles**

One year and nine months worked at Jalan Automobiles (TATA MOTORS), Sambalpur as a Data entry Operator cum customer care executive from Feb

2018 to November 2019.

**Role and Responsibilities are as follows:**

- Data entry (CRM and Excel)
- Activities punch and PPT upload in CRM
- Telecalling to customers

## **ACHIEVEMENT**

- 2 Times best back office Employee Reward in October-November 2019 at Jalan Automobiles (Tata Motors).

## **EDUCATION SUMMARY**

- Passed Bachelor of Arts from Sambalpur University Burla, Sambalpur in the year 2017.
- 12<sup>th</sup> Science from C.H.S.E board in the year 2014.
- 10<sup>th</sup> from B.S.E board in the year 2012.

## **IT CREDENTIALS**

- Package/Course: - PGDCA
- Institution : - I-Tech Institute, Sambalpur
- Duration : - One year course in computer education

## **PERSONAL VITAE**

- Father's Name :- Late Mr. Bijay Mahato
- Date of Birth : -30<sup>th</sup> May 1996
- Relationship Status :-Single
- Languages : - Odia, Hindi and English

## **DECLARATION**

I hereby declare that all the information mentioned above is true to the best of my knowledge and belief.

Place: Sambalpur

( BHARATI KUMARI MAHATO)