**CURRICULUM VITAE**

**MADHU VERMA**

7,ANAND MOHAN BOSE ROAD

KOLKATA -74

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**E-MAIL :** **madhuvrm98@gmail.com**

**CAREER OBJECTIVE**

Obtain a challenging leadership position applying creative problem solving and learn management skills with a growing company to achieve optimum utilization of its resources and maximum Profits.

**PROFESSIONAL BACKGROUND**

* One yrs Finance sector experience as a Operation Executive for HDFC Home Loan, & India Bulls Home loan & Reliance Capital LTD.
* Credit process for Two Wheeler Vehicles for Bajaj Finance.
* Good Experience in administration.
* Excellent commitment, dedication and planning towards goal oriented tasks.

**KEY SKILLS**

* Needs assessment objective setting, negotiation, system oriented, computer literate.
* Good listener respectful like to interact develop & maintain good relations with colleagues.
* Adaptable to different cultures & work environment good natured and friendly.
* Good in leadership and teamwork environments. Work well under pressure prepared to work the hours required to “ get the job done” well organized can successfully deliver on multiple deadlines.

**WORK EXPERIENCE 4 YEARS**

**Operation Executive in India bulls & HDFC Home Loan Financial Services Ltd for Commercial Vehicle Loan at Gwalior (2012-2014)**

* Appraising the credit deal preparation of credit approval memo & approval taken from RCM with in TAT.
* Checking the geniuses of the document KYC presented by the customer, checking the possibility of the fraud committed with the help of Cibil & Dedupe done.
* Pd & FI, TRC done & Check through other competitor Financers.
* Viability checking.

**PRESENT WORK EXPERIENCE (2014-2016)**

* As DATA ENTRY OPERATOR in OXFORD PUBLIC SCHOOL

**Computer Skills:**

* M S Office
* Internet
* English & Hindi Typing

**ACADEMIC QUALIFICATION**

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| --- | --- | --- | --- |
| **Degree** | **College/School** | **Board** | **Year of passing** |
| MBA | Prestige institute of Management | Jiwaji university | 2013 |
| BCA | Maips Institute | MCRPV university | 2010 |
| 12th | J.C. Mill High Secondary School | M.P Board | 2007 |
| 10th | Govt. school | M.P Board | 2005 |

**STRENGTHS**

* Hard Working
* Quick Learner
* Positive Thinking
* Team Worker
* Sense Of Leadership

**PERSONAL DETAILS**

* Date of Birth  **:** 05th July, 1990
* Mother’s Name **:** Smt. Lalta Devi
* Father Name **:** Late Shri. Krishan Kumar
* Nationality **:** Indian
* Hobbies **:** Watching Movies, Listening Soft Songs,
* Language Proficiency **:** English , Hindi ,

**DECLARATION**

I hereby declare that the information given above is true to in my knowledge. If I have been given an opportunity to work in your esteemed organization, I shall prove myself to the entire satisfaction of all my superiors.

Thanking You,

Yours truly,

Date:

Place: KOLKATA

(Madhu Verma)