

Curriculum Vitae

Personal Details:-

SHANKAR LAL

AT. NEAR MIDDLE SCHOOL PINDWARA

POST.-PINDWARA, TEH-PINDAWARA

DISTRICT - SIROHI (RAJ.)

Email- lal.shankar1@mahfin.com

CONTACT NO.- +919785078950 & 9783678950



Career Objective:-

I have a never-ending zeal to learn and achieve the best in whatever I do. I want to have a responsible and challenging position in an organization, where I get opportunity to bring out the best of my creativity, talent and knowledge.

Educational Qualification:-

Exam	Year	Board/ university	Percentage	Division	Institute
10 th	2006	RBSE	48.17%	SECOND	GOVT S.SEC. SCHOOL PINDWARA]
12 th	2008	RBSE	54.46%	SECOND	GOVT S.SEC. SCHOOL PINDWARA]
B.com	2011	MDSU AJMER	58.56%	SECOND	S.P.U. COLLEGE FALNA DISTT PALI
M.COM 1 st year	2012	MDSU AJMER	54%	SECOND	S.P.U. COLLEGE FALNA DISTT PALI
					M.com final year is Back



PROFESSIONAL EXPERIENCE: -

Current Role Mahindra finance Branch Accounts manager.

- MAHINDRA & MAHINDRA FINANCIAL SERVICES LTD, ABU ROAD AS BRANCH ACCOUNTANT

FROM 01ST June, 2015 TO TILL DATE CASHIER & TILL 01_JAN_2019 PROMOTATION

Branch Accountant Manager | Accounts-Rajsamand

➤ JOB PROFILE – BRANCH CREDIT MANAGER

(A)	<u>PRE-BUSINESS BOOKING ACTIVITIES</u>
1	File Login and Login Register
2	Files checking according to policy of vertical & Customer Profile, TVR
3	D.O Issuance along with WS & SPDC punching
4	Deferral tracker for pending document
(B)	<u>POST BUSINESS BOOKING ACTIVITIES</u>
1	PDD Updation
2	Repayment & welcome letter dispatch
3	Dealer/Vendor query Management
4	Dealer TA & Holding cost statement
5	RC Follow up from dealers / ABM /DM
6	Dealer & Brokerage Payout
7	File Verification
8	Files Movement
9	ROC Charges Creation
10	RC Verification
11	Stamping verification in POCL files
12	Contract Cancellation
13	DMS of contract files
14	Dealer Visit
(C)	<u>Collection Related Activities</u>
1	ACH & PDC Updation
2	Cash/PDC management & Reconciliation
3	Bank Balance Confirmation from Bank
4	HHD partial web receipt approval/ Rejection
5	Receipt cancellation management.
6	CRA Punching
7	TDS related query handling
8	Settlement query & waiver handling
9	Follow up for AFC cases in matured contracts



10	Contract closer
11	MLS cases handling
12	NOC Issuance
13	EDC and NS customer visit
(D)	<u>DISPOSAL RELATED</u>
1	Repossession/Release Letter
2	Disposal vehicle entry updation in web portal
3	Presale Notice & Vehicle release
4	Stock Yard Visit
(E)	<u>ADMIN & OTHER ACTIVITY</u>
1	Employee / Vendor bills handling
2	Fraud Monitoring
3	Fixed Asset Verification
4	Cashier & Back Office Training
5	Assisting to HR & I&S related activities
6	Provide data to RO/ZO/HO as per time to time requirement
7	Cross Selling (FD/Mutual Funds/Lead Generation)
8	Register Maintenance (Cash / Attendance / Inward /Out ward / NOC / Customer complaint / Cash handover / Key / Visitor
9	Online Customer Complaint handling.
10	Walk in Customer Handling
11	Entity Code Creation – Dealer / Salesman / Broker / Vendor / Repo Agent / Stock yard / TA reference Code / Bank TC code
12	Credit Balance Scrutiny & Rectification
13	Mature case scrutiny & closer
14	Exception Monitoring
15	PSL uploading Activity
16	RCC Branch visit & receipt verification
(F)	<u>COMPLIANCE RELATED</u>
1	Display of Mandatory circulars and Information
2	Shop Act Renewal
3	Trade Certificate renewal
4	Branch agreement
5	Branch Audit & ATR
6	IFCR Audit
7	Professional Tax Compliance
8	Dealer/Vendor GST invoice follow up



Computer Knowledge:-

- MS-Office
- Tally7.2, Tally 9.1, Tally ERP 9
- Internet
- RS –CIT

Hobbies:-

- Listening to Music
- Playing Cricket
- Reading Book

Strength:-

Positive attitude, Decision making ability and committed to Hard work

PERSONAL PROFIL:-

Father's Name	: TULSI RAM	
Mother' Name	: LAXMI DEVI	
Date of Birth	: 11 JAN 1989	
Sex	: MALE	
Marital Status	: UNMARRIED	
Religion	: HINDU	
Languages Known	: HINDI, ENGLISH	
Nationality	: INDIAN	
Address	: NEAR MIDDLE SCHOOL PINDWAR CITY- PINDWARA	DISTRICT- SIROHI (RAJ)- 307022



DATE -

SIGNATURE

Place: - PINDWARA

SHANKAR LAL

