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:-

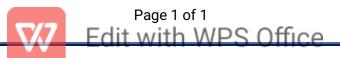
I have a never-ending zeal to learn and achieve the best in whatever I do. I want to have a responsible and challenging position in an organization, where I get opportunity to bring out the best of my creativity, talent and knowledge.

Educational Qualification:-

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







PROFESSIONAL EXPERIENCE: -

Current Role Mahindra finance Branch Accounts manager.

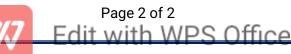
MAHINDRA & MAHINDRA FINANCIAL SERVICES LTD, ABU ROAD AS BRANCH ACOUNTANT

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

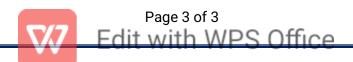
Branch Accountant Manager | Accounts-Rajsamand

► JOB PROFILE - BRANCH CREDIT MANAGER

(A)	PRE-BUSINESS BOOKING ACTIVITIES			
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)	POST BUSINESS BOOKING ACTIVITIES			
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)	Collection Related Activities			
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)	DISPOSAL RELATED			
1	Repossession/Release Letter			
2	Disposal vehicle entry updation in web portal			
3	Presale Notice & Vehicle release			
4	Stock Yard Visit			
(E)	ADMIN & OTHER ACTIVITY			
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)			
	Register Maintenance (Cash / Attendance / Inward /Out ward / NOC / Customer			
8	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 /			
11	TA reference Code / Bank TC code			
12	Credit Balance Scrutiny & Rectification			
13	Mature case scrutiny & closer			
14	Exception Monitoring			
15 16	PSL uploading Activity RCC Branch visit & receipt verification			
(F)	COMPLIANCE RELATED			
()	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			
0				



Computer Knowledge:-

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

Hobbies:-

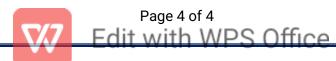
- Listening to Music
- Playing Cricket
- Reading Book

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 307022	: NEAR MIDDLE SCHOOL PINDWAR CITY- PINDWARA	DISTRICT- SIROHI (RAJ)-



DATE -

Place: - PINDWARA

SHANKAR LAL

