

Contact HR Consultant for CV No: 310987

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 **Professional Summary:-**

* Total **9.09** years’ experience with punctuality and accuracy as key abilities for performing efficiently in the job assigned.
* A Skilled communicator, able to maintain cultural sensitivity, establishes rapport with members of diverse groups, and promotes team cohesiveness.
* An organized, detail oriented, and conscientious self -starter, able to strategize & prioritize effectively to accomplish multiple tasks and stay calm under pressure.
* Flexible & Analytical with a keen eye for details; skilled at synthesizing and editing information to achieve overall objectives.
* Well experienced in administrating the office, Managing and Monitoring the performance of teams.
* An effective leader, skilled in enlisting the support of all the team members in aligning with organizational goals.

**Professional Experience & Skills**

**Area Credit Manager/Administrator**

**M/s John Deere Financial India Private Ltd July'2014 - September' 2016**

Vijayawada, Andhra Pradesh,India.

**Job Responsibilities:**

* Assist seniors in obtaining all necessary Audit working paper, documentation including documenting facts and findings
* Responsible for financial records of the company
* Provides administrative support to operation manager.
* Responsible for maintain company purchases and stock (workmen accessories, tools and other office equipments)
* Responsible for maintain Files & documents for the Audit purpose
* Attending customer inquiries/grievances and resolving them with pleasant manner
* Prepare audit working papers in accordance with standards and requirements to carry out audit works as assigned & Keeping files and documents updated
* Provide significant help and support to senior professionals to complete the audit assignments & drafting audit reports for review by top management.
* Verifying the credit documents provided by the marketing for funding Agri Finance Products.
* Analyzing the information furnished to us by the customer’s and marketing and making a cross check of the information.
* Analyzing and approving the funding according to the customer grade and strengths
* Coordinating the activities of the office & field staff for execution of daily operation/Activities.
* Maintaining turnaround time in appraising and approving.
* Ensuring strict adherence to Company’s Policies and Procedures.
* Organizing training sessions for marketing for obtaining better quality and clarity in the proposals.
* Preparation of Weekly and monthly MIS Reports for the analyzing the portfolio funded and future targets.
* Providing prompt and satisfactory services for both internal and external customers.

**Location Credit Manager/Administrator**

**M/s Kotak Mahindra Bank Ltd February '2012 - July' 2014**

Vijayawada, Andhra Pradesh, India

**Duties & Responsibilities:**

* Verifying the credit documents provided by the marketing for funding Agri Finance Products.
* Analyzing the information furnished to us by the customer’s and marketing and making a cross check of the information.
* Analyzing and approving the funding according to the customer grade and strengths.
* Ensuring quality oriented business along with volume.
* Maintaining turnaround time in appraising and approving.
* Full responsible in preparing monthly incentives for all field staff and making the payroll statement for the top level manager
* Gaining experience in devolving procedures and service standards for business
* Preparing documents as per the requirement and maintaining confidential work reports/legal documents & Keeping files and documents updated
* Ensuring complete support to the alternative channel for their error free operations.
* Handling Operational process documentation
* Ensuring strict adherence to Company’s Policies and Procedures.
* Organizing training sessions for marketing for obtaining better quality and clarity in the proposals.
* Preparation of Weekly and monthly MIS Reports for the analyzation of the portfolio funded and future targets.
* Provides reports/feedback to the top level management to help in decision making.
* Providing prompt and satisfactory services for both internal and external customers.

**Branch Manager**

**M/s Mahindra & Mahindra Financial Services Ltd December '2006 - January ' 2012**

Medak & Kukatpally, Hyderabad Branches, Telangana, India

**Duties & Responsibilities: -** Worked as a Branch Manager, Maintaining amicable relationship with auto dealers and their sales team along with good customers. Developing sales channel with dealers providing services to the existing customers and generating new also ensure nil OD level of Portfolio, Maintenance of various registers such as CRA, Business, and Reposed stock.

 Responsible for accounting procedures, which includes employee attendance registers, trade advance payment to dealers, preparing & maintaining daily cash flow statements, petty cash, reporting to the top level manager daily basis. Preparing various reports required by R.O. Customer Service – Attending to customer inquiries/grievances on timely basis. Promote sales of general insurance, mutual funds and life insurance through M.I.B.L (Mahindra insurance brokers Ltd) for achieving the desired & targeted profits.

**Areas of Expertise**

**** Operation Management  Documentation  Financial Reporting  Employee Engagement

Performance Management  Administration  Multi Tasking  Negotiation

Information Management  Data Integrity Assurance  Strategic Planning  Learning & Development

**Computer Knowledge:-**

**** MS Office

 Tally.ERP 9 & FOCUS 5

 Experienced in working with Oracle Lease and Finance Management& SAP software.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Education & Credentials \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MBA, Finance & Systems,** in 2006

TKR Institute of Management & Science, Hyderabad

**B.Sc., Bachelor of Computer Science** in 2003

Kakatiya University, Madhira

**Board of Intermediate** in 2000

Viswabharathi Jr College, Jaggaiahpet, Vijayawada

**SSC** in 1998

ZPH School, Revendrapadu, Guntur