SHUBHAM

[SHUBHAM.372034@2freemail.com](mailto:SHUBHAM.372034@2freemail.com)

To be actively involved in a professional environment, where I get an opportunity to learn and utilize my organizational and communication skills

PROFESSIONAL EXPERIENCE

Kotak Mahindra Bank Ltd. Credit Process Associate From Aug 2016 till Jun 2017

Job Responsibilities

✓ Preparation of Financial analysis tool, Assessment Report, Term sheet etc.

✓ Due Diligence of complete File including KYC Check, Financials check, Banking, ITR etc.

✓ Analyzing running Loans of Customer through CIBIL, Financials etc.

✓ Checking negative customer info through internal & external databases.

✓ Preparation of LOS, Sanction Letter, LLI, Annexure to SL.

✓ Support Credit Manager on day to day work.

✓ Support Credit function from end to end i.e File login to file Disbursal

CAS (Complete Accounting Solution) Accountant Assistant from Jun 2015 till Aug 2016

Job Responsibilities

✓ Prepares asset, liability and capital account entries by compiling and analyzing account information.

✓ Recommends financial actions by analyzing accounting options

✓ Summarizes current financial status by collecting information, preparing balance sheet, profit and loss statements and other reports.

✓ Reconciles financial discrepancies by collecting and analyzing account.

SCHOLASTICS

✓ MBA- (Finance) from GLA University.

✓ BBA- From GLA University

✓ XII (CBSE) in 2010

✓ X (CBSE) in 2008

IT- SKILLS

✓ MS- Office (Excel, Word & Power Point)

✓ Tally (Accounting Software)

✓ Banking Software like GLEMS

Academic Trainings

✓ Company- Uma Motors,(Maruti Suzuki) Mathura (U.P.)

Topic - Ratio Analysis

Duration - 50 Days

✓ Company- Elite Honda, Hathras (U.P.)

Topic - Marketing Strategies of Elite Honda,

Duration - 45 days

EXTRACURRICULAR INTERESTS

✓ Certified by NIT

✓ Certified for the actively participation in various competitions at Inter College level in Hindustan Institute of Management and Computer Studies, Agra.

✓ Certified for attended National Conference 2015- THE X FACTOR- “E-BUZZ” held at GLA University, Mathura

✓ Certified for the active participation in various competitions in the Inter College Event “Agrata” held at GLA University, Mathura

✓ Certified for attended National Conference 2014- ARRESTING SLOWDOWN IN ECONOMY- STRATEGIES FOR TURNAROUND held at GLA University, Mathura.

✓ Certified for the active coordination in the Inter College Competition “Parivartan” held at GLA University, Mathura

PERSONAL DOSSIER

Date of Birth

23 April 1992

Marital Status

Unmarried/Single

Nationality

Indian

VISA Expiry Date

10 October 2017

Languages

Hindi and English

Strengths

Quick adaptable, Goal oriented, Good communication skills, Strong motivational skills good leading ability and work in teams.

Hobbies & Interest

Reading books, watching movies, making new friends, communicating with people and travelling