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**CURRICULUM VITAE**

**REENA**

**Email Id:** [reena.383735@2freemail.com](mailto:reena.383735@2freemail.com)

**Career Objective**

To obtain a good and long-term career with an organization, & seeking a quality environment, where my knowledge and experience can be shared and enriched. Looking for opportunities where I can improve my analytical skills in the field of Commerce. I personally believe in competition and team spirit in compliable environment.

Work Experience

* Organization: - M/S Shriram City Finance Co.Ltd.

Tenure: - June’ 2013 To April -2018

Designation: - Back –Office Executive (Credit Dept).

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| Responsibility | * Update The IRDA. * Verify The Documentation. * Update The MIS Report. * Cheque Deposition. & Cibil report check. * Make The File Documentation & Update The File In System. * Make The Insurance Policy In System. * Prepare The Daily Basis on |

Previous Work Experience

* Organization: - M/S Bafna Motors (M) Pvt. Ltd.

Tenure: - Dec’ 2010 – June’2013.

Designation: - Accounts & Administration Assistant.

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| Responsibility | * Maintain Petty Cash. * Prepare B.R.S statement. * Follow up with the Client for the outstanding Collection. * Seeing Office Administration. * Day to Day Accounting, Monitoring & Verification. |

Previous Work Experience

Organization: - Organization: - M/S G.E. Capital T.F.S. Ltd

Tenure: - Jan’2010 –Nov’ 2010

Designation: - Credit Assistant

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| Responsibility | * Update The MIS Report. * Verify The Documentation. * Check The Refund Statement. * Prepare The Daily Basis on Cheque Deposition. * Make The File Document * Update The File. |

Previous Work Experience

Organization: - M//S C.Teja Built Well Pvt. Ltd.

Tenure: - April’2008 – Dec’ 2009.

Designation: - Back-Office Assistant

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| Responsibility | * Make The Registration Letter. * Handling a Call. * Check The Bank Statement. * Check the Maintains & Refund Statement. |

Organization: - M/S BAL Logistics Pvt. Ltd.

Tenure: - April’ 2007 – March’ 2008.

Designation: - Back-Office Assistant

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| Responsibility | * Make The R.T.O.Letter. * Verify The Documentation. * Handling a Call. * Check The Payment Statement. |

Educational Qualifications

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| T.Y.B.COM | Mumbai University | 62 % With 1st Class | 2008 |

Add. Qualification

MS-Office, Tally 7.2 & 9.0, & Internet Operator

Hobbies & Interests

Listening Music & Traveling.

Personal Details:

Date of Birth : 2nd November’1986

Gender : Female

Marital Status : Married

Language Known : English, Hindi, Gujarati, Marathi.

Nationality : Indian.

Visa : Residence On Husband Visa.