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**CURRICULUM VITAE**

**REENA**

**Email Id:** 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
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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.
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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.
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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.
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 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.
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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.