

## Pardeep

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### CAREER OBJECTIVE

Seeking a career to utilize my knowledge, personal skills to gain comprehensive understanding of a reputed organization so as to take challenges, responsibilities and to contribute significantly in the growth of organization. Possessing excellent communication skills and having the ability to communicate professionally.

### Skill Set

- Excellent operational skill
- Ability to deal with people
- Willingness to learn
- Team player
- Good analytical skill
- Creative work
- To improve and make efficient process
- Taking own initiative to solve problem
- Excellent Communication skill
- Identifying gaps and conducting gap analysis.

**Indiabulls Consumer finance ltd.-Gurugram, Haryana**

**Total Expreince 5 years**

#### **Sr.Operation Officer (Back office as a Mis Executive)**

- ☛ maintaining daily transactions of customer.
- ☛ Auditing files (KYC, legal documents, Loan agreements, taxation papers, CIBIL etc.)
- ☛ Reviewing bank statement by monitoring transaction.
- ☛ To follow up branches and get all documents required for the disbursal
- ☛ Support branch ops PAN India for any issues which make hurdles in process.
- ☛ Working on processes like rescheduling of Tenure, ROI, EMI Cycle Date etc., excess amount refund, auditing of files, GST invoice, cheque printing, providing Interest certificate, Part payment, Capitalization, moratorium, BT cases
- ☛ Reconciliation of payments reports and taking follow ups with banks
- ☛ Input of data in our financial software and get it ready for payment.
- ☛ Create H2H payment process and auto UTR Generation file for reducing manual work and mistakes to increasing business productivity & reducing operational costs.
- ☛ Manage TDS refund payments.
- ☛ Coordination dispatch team and do work for pan India check dispatch

**Ava Risk Management -Gurugram, Haryana ( Work As a Mis Executive)**

**Till date**

- ☛ Prepare excel for selling and booking or cash
- ☛ Control discount for car selling

- ☛ Doing physical verification on car complete audit process
- ☛ Updating all in tool SPR (sales process preview)
- ☛ Doing activity for outright for audit purpose

## ACADEMIC CREDENTIALS

### **Bachelor of Arts- 2016-**

**10+2 (HBSE);**  
(H.B.S.E. Haryana)

### **TECHNICAL COMPETENCIES**

- ☛ MS Office
- ☛ Sales force
- ☛ Finone
- ☛ Basic knowledge of Computer and Internet Applications.
- ☛ Galaxy

### **PERSONAL DETAILS**

**Date of Birth:** 10<sup>th</sup> july 1992