

CURRICULAM VITAE

Madhu sudan Nandwana

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Career Objective

To work to take over the challenge as grow the concern management with discipline and dedication and hand over the goals as committed on trust. The aim is to continue the goals repeatly.

Professional :-

Where as :

**SRNG Finance Pvt. Ltd.As a Branch Manager from Dec-2018 to 15 July 2020
(SME)**

from Niwai, Chaksu, Tonk & Sawai Madhopur

- 1.Sales team handling all these locations**
- 2.Business development.**
- 3.New customers Sourcing.**
- 4. Personal discussion with customers & Credit team.**
- 5. Marketing activity handling like Canopy/Standing and Pamplate distribution.**
- 6. Credit PD management and further file process.**

Finova Capital Pvt. Ltd. As a Branch Manager(Sales & Marketing) from Aug-2017 to Dec-18.

1. Sales team handling
2. Business development.
3. New customers sourcing.
4. Personal discussion with customers & Credit team.

Magma Fincorp Ltd. pay roll of Magma Fincorp Ltd. from 13- Jan-2011 to 08-Sep-2016 (LEGAL Department- Executive Rajasthan Jan-11 to 31-Aug-14 and 01-SEP-14 to 08-Sep-2016 Customer Service & Cross sale Officer- Sr. Executive Team leader– Rajasthan)

Legal Department Responsibilities

1. Legal M.I.S. Preparing (filled by bank, against Bank, Receiver M.I.S., Police Complaint, Execution
2. Customer's Handling and solve his/her queries
3. Co-ordinate with Advocates
4. Prepare all type data from Legal Department
5. Create Data New filling & withdrawn cases
6. Generate SOA & Forecloser
7. Received the court order and update the system
8. Drafting Hindi & English
9. Drafting customer Notice reply
10. Handle all type query related to Department
11. Solve the any query from Head office
12. Collect Advocate Bill and Check & prepare and forward further process
13. Drafting monthly Demand Notices
14. Drafting monthly Repossession Notices
15. Preparing cheque retrieval data for legal proceedings
16. Preparing cheque retrieval sheet and Bank presentation format and further legal process
17. Cause list next day cases on daily basis
18. Computer related all work for legal department
19. Handling and commanding field magma representative (Legal & Collection)
20. Collection updating 730+ and S&S Bucket.
21. Daily cause list provided to team on daily basis and updating
22. Resolution 730+ and S&S bucket query and customer handling.

Customer Service & Cross sale Department Responsibilities

1. Resolution customer queries.
2. SOA, FC, Amortisation (Repayment) Schedule and Welcome letter provided to customer.
3. NOC provided to customers.
4. Help about NOC generation.
5. Clearance about group detail to collections TL.
6. Insurance copy generation from system and provided to customers.
7. Resolve out locations customer queries.
8. ECS / PDC related queries resolution.
9. New loan customer search and new lead generation.
10. New business provided to company.
11. Death and Total loss related loan clearance and queries resolutions.
12. Online related queries resolution.
13. Handling and Resolution all type customer's and queries.
14. Search new customers for finance (vehicle and home loan) and get follow up from sales for disbursal the same.
15. Handling MDRDC / Contact us complaints and resolution.
16. Help to collection about case closer and updation of Insurance related issues.

HDFC Bank (LEGAL Department—Back Office Rajasthan) pay roll of ADFC Pvt. Ltd. from Oct-2008 to Dec-2010

Responsibilities

1. Legal M.I.S. Preparing (filled by bank, against Bank, receiver M.I.S., Police Complaint, Arbitration & Sec-9
2. Customer's Handling and solve his/her queries
3. Co-ordinate with Advocates
4. Prepare all type data from Legal Department
5. Create Data New filling & withdrawn cases
6. Generate SOA, FC & State Card
7. Update the recovery for all products starting to till date
8. Received the court order and update the system
9. Drafting Hindi & English
10. Handle all type query related to Department
11. Solve the any query from Delhi office
12. Compile Loss recovery file
13. Collect Advocate Bill and Check & prepare CRS and forward further process

Centurion Bank of Punjab Ltd. (pay roll of Team Lease)

1 Year Working in CBOP as Cashier, Collection & Customer Care Executive (**Operation Department**)

Responsibilities

1. Customers Handling at branch & Field
2. Cash collected customer with agencies
3. NOC Related Enquiry
4. Payment updating in Loan Account
5. Collection related issue solved
6. Agency related Query
7. Bank of Punjab Customer's problem's Solved
8. SOA related problem solved, Handling all types of customer and Operation Department related problems.

Dainik Bhaskar**10 Months working in Dainik bhaskar (News Paper) as Graphic Designer****Responsibilities**

1. Hindi typing.
2. Advertisement Design.

TIME Education (MBA Institute)

10 Months working in T.I.M.E. Education as a Head of Office Assistant Department & Assist. Head of Computer Department

Responsibilities

1. Material Development (Hindi & English both Languages)
2. Result updating
3. Marketing & Counseling
4. Designing (Coral, Photo shop & Page Maker)
5. Handling Accounts Department
6. Handling all types of computer Department related problems

Lotus Education Pvt. Ltd. (MBA Institute)

Experience 4 Year Working in Lotus Education as Head of IT & Marketing Department

Responsibilities

1. Material Development (Hindi & English both Languages)
2. Result updating
3. Marketing & Counseling
4. Designing (Coral, Photo shop & Page Maker)
5. Handling all types of computer Department & Marketing related problems
6. Handling Team Marketing and Counseling

7. Library Management (Books & Test Copies)

Additional Professional Marketing & Customer Service & Operation Department

Activities

Languages English & Hindi

References Gaurav Mishra

Legal Associates Rajasthan Chola Mandlam Finance ., (9828379131)

Dileep K Prajapati

Sales Associates (Mob. No. 7665003930)

Anil Nagar

Sr. Sales Manager in RBL Finserv, (9783333537)

Father's Name S.N. Bohra

Father's Occupation Govt. Service

Education Qualification

S.No.	Name of Board/University	Institute Name	Division
1	Board of Secondary Education Ajmer	Modern Public School	III rd
2	Board of Secondary Education Ajmer	Modern Public School	II nd
3	Rajasthan University	Bachelor of arts	III rd
4	Carlox University Ahamdabad	Bachelor of Commerce	Ist

Hobbies Cricket, Reading Books & Music

Interests and Activities Marketing & Customer Care & Operation Department

Awards Received Highest Percentage in Office Assist. Course from Ganghi Institute, Jaipur

Date of Birth 18th Feb 1984

Nationality Indian

Date:

Madhusudan Nandwana

Place: Jaipur

