

NAMRATA SHARMA

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OBJECTIVE

To pursue a career in the challenging environment with full of possibilities and growth where I can further improve my skills and contribute towards the growth of the organization.

EDUCATIONAL QUALIFICATION

Examination	Discipline	School/College	Board/University	Year of passing	Percentage
Bachelor of Engineering	Electrical & Electronics	R.K.D.F Engineering College, Bhopal	R.G.P.V	2013	72.3%
Higher Secondary	PCM	Bethel Public Hr. Sec School, Bhopal	M.P Board	2009	64.5 %
High School	Science	Bethel Public Hr. Sec School, Bhopal	M.P Board	2007	62.3 %

WORK EXPERIENCE

1. Aditya Birla Capital Housing Finance Pvt. Ltd.

Tenure: From Dec 2019 – Present

Designation - Operation Executive

Key Responsibilities:

- Handling daily MIS, login and disbursement process
- Responsible for day to day business volume and report the same to management
- Managed office administration and documentation
- Compiled the progress data and reports to the higher management
- Worked in operation team for clearing out the disbursement
- Completion of the payment process including the issuance of cheque
- Case cancellation and rebooking
- Maintaining the TAT from login to disbursal
- Handling online process on the company portal

2. Mahindra and Mahindra finance (MMF)

Tenure: From 20th Oct 2017 – Dec 2019

Designation: Operation Associate

Key Responsibilities:

- Responsible for the coordination with different department including office and site
- Arranged meeting with field associates and monitor the progress of assigned tasks
- Generated Daily EDR report and EDC report
- Developed daily Trail balance sheet and Current Dew reports in webmail & SSO
- Working on excel and co-ordinate with executives and sometime customer handling if customer max no. of ageing
- Approve the repo letters and handling the vehicle auction process
- Handling the three regions back office and operation department work in Bhopal, Jabalpur & Satna regions
- Maintain MIS sheets in all three regions. Some time working on Maharashtra Division also
- Leading the on line process in Mahindra web. Daily generate MIS and rotate each ACM wise
- Preparing Region, DM, Branch, ACM & executive wise & product wise NPA coll. report. Co-ordinate with TA &

ACM's for Auction data details

- Collect the data to all ACM wise and consolidated the CONSILATION data & also Lok Adalat data and provide the DM
- Preparing AFC Cube Report, AFC HHD Report & EDR, EDC report for division. To Provide the Various MIS as required
- Proper Follow up & Co-ordination within ACM's & DM. Also follow-up for EMLAP, REPO ORDER & CSS (MAHANDHI) approvals

3. Infrastructure Services Pvt. Ltd. - Telecom Construction Company

Tenure: From 2nd March 2015 – 30th April 2016

Designation: Technical Executive

Key Responsibilities:

- Responsible for the coordination with site team and follow-up for the progress
- Compiled the progress data and reports to the higher management
- Involved in the negotiation with supplier/contractor and expedited the contract award process
- Arranged/Participated in the meeting with client for the material approval and invoice certification
- Managed office administration and documentation
- Maintained good relationship with suppliers and contractors
- Arranged training for the new employees

4. INA SOLUTION - E-commerce company, which is SEO service provider.

Tenure: From 2nd July 2014 – 28th Feb 2015

Designation: Operation Executive

Key Responsibilities:

- Involved in the online and offline website related work
- Worked on Photoshop and Coral Draw basic
- Promoted/Advertised the company website in social media
- Involved in company website design and suggested innovative ideas

PROJECTS

- **Major project** : **DC Motor Controlling with Wireless Technology.**
The aim of this project is to control the DC motor speed with remote wireless. With the help of this technology, we can control the DC motor from remote place using RF modules. Controls are transferred from one end to another by employing an RF module. PWM Method is used to control the speed of motor.
- **Minor project** : **Car Parking Detector**
With the help of this project we can minimize the risk/damage during parking or accident time.

EXTRA CIRCULAR ACTIVITIES

- Secured 3rd position in Talent Hunt program of Paper Presentation, organized by Engineer's Academy.
- Secured 2nd position in patriotic singing competition.
- Attended 'Tech Fest – 2011' at MANIT Bhopal.
- Participated in National Level Paper Presentation contest held at RIST Bhopal.
- Participated in Painting & Dance competition at College and School level.
- Participated in a Special Training Workshop of Garba Raas & Dandia Rangmilan (Abhivyakti Garba Mahotsab), at Bhopal.

STRENGTH

- Accept responsibility with right enthusiasm
- Good communication skill
- Result oriented

PERSONAL INFORMATION

- Full Name : Namrata Sharma
- Date of birth : 14-June-1991
- Marital Status : Single
- Father's Name : Mr. Anil Sharma
- Father's Occupation : Retired Government employee from P.W.D, Bhopal
- Mother's Name : Mrs. Meera Sharma
- Mother's occupation : Housewife
- Nationality : Indian
- Permanent Address : 94-C Sector Sainath Nagar, Kolar Road, Bhopal – 462042