

CURRICULUM VITAE

MAHENDRA RAJPUT

**ADD - ward no 20 Infront of anil
awasthi House Malviyaganj
Itarsi Dist Hoshangabad
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+91- 7000664779**

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OBJECTIVE

“To seek a challenging career opportunity in the field of finance where I can contribute my knowledge, skill, competence with the present skills and grow along the organization.”

WORK EXPERIENCE

Organization **VISTAAR FINANCE PVT. LTD.**
Department Busniess Loan with Mortgage Loan & SMSE Loan
Designation Assistant **Manager – Business & Collection**
Duration 5Feb 2018 to Till Date

Responsibilities

- Pursues new relationships with local businesses and seeks to enhance existing relationships.
- Delivers quality customer service to individual and secure business with mortgage loan customers while handling a wide variety of sales and service transactions; collects and closes loans.
- Conducts assessments to gain a better understanding of how to meet customer needs.

Organization **FULLERTON INDIA FINANCIAL SECVICES PVT. LTD..**
Department (PERSONAL LOAN, TW LOAN, HYPOTHICATION)
Designation I R O OFFICER
Duration 8 Aug 2015 to 15 Oct 2016

Responsibilities

- Prospects new clients and assists them for loan application.
- Able to analyze and interpret financial statements of the business in order to access the repayment capacity and financial soundness of the borrower.
- Conducts loan appraisal and collects detailed information (personal, business, and guaranties) and arrange to opens new loan account.
- Prepares and execute loan contracts and arrange for disbursement of loan in kind
- Monitors the loan and follows up of the timely repayment.
- Ensure full compliance with all in place fullerton india private Ltd. policies & procedures; and with audit recommendations.
- Maintain and develop customer relationships, new business, and periodic visit to existing customers.
- Manage and track the leads and maintain DSR on regular basis.

Organization **REWA MOTORS {Hero Showroom}**

Designation Sale OFFICER

Duration 12 Nov.2013 to 25 July 2015

Responsibilities

- Responsibility to achieve sales target.
- Goal is to Grow accounts profitability by maintaining a high service standard and compliance.
- Maintain and develop customer relationships, new business, and periodic visit to existing customers.
- Manage and track the leads and maintain DSR on regular basis.

ACADEMIC QUALIFICATIONS

Graduation in **B.Com** from Barkatullaha University, Bhopal.

12th (Commerce) from M.P Board, Itarsi (M.P.).

10th from M.P. Board, Itarsi (M.P.).

COMPUTER PROFICIENCY

- Operating System –Windows 98, Windows XP, Widows 7, DOS.
- Application – Internet, MS OFFICE Tools.

PERSONAL DETAILS

Date of Birth: 15 jan 1991

Father name: Mr. Amol Singh Rajput

Marital status: Unmarried

Sex: Male

Languages Known. : English , Hindi

Mobile No. **8962432772**

DECLARATION

I hereby declare that the above given information are true according to my knowledge and Ability.

(MAHENDRA RAJPUT)

Date:

Place: