

**Mrs. Priya Nitin Dongre**

Plot no.60, Bodhisatva Nagar,  
Misal Lay Out, Nr. Ashirwad Decoration  
Patankar Chowk , Post Jaripatka ,  
Nagpur - 440014  
Mob No. 9503655566 / 9284136550

**OBJECTIVE**

Looking for a compatible position in a very well reputed organization to offer my skill and abilities with fully loyalty to build and uplift goodwill of the organization.

**EDUCATIONAL QUALIFICATION**

Examination	Institute / Board	Percentage	Year of passing
B.Ed	Rasatrasant Tukdoji Maharaj Nagpur Univercity	57.14	2009
B.A	Rasatrasant Tukdoji Maharaj Nagpur Univercity	51.40	2008
H.S.C	Maharashtra State Board (Nagpur Division)	60.00	2005
S.S.C	Maharashtra State Board (Nagpur Division)	44.33	2003

**PROFESSIONAL EXPERIENCE**

Company Name: - Swarna Pragati Housing Microfinance Pvt. Ltd

Position : - Operation Executive

Duration : - 6<sup>th</sup> September 2016 – Till date

Job Profile:-

- ❖ Managing bank reconciliation in excel on daily basis
- ❖ Coordinate with field officer for collections & deposit of amount.
- ❖ Monitoring with branch for ensuring the cash flow and collection sheet.
- ❖ Creating the upload files and clearing pending loan files in system
- ❖ Coordinate with field officer for kyc documents of borrower as per company norms

## TECHNICAL SKILLS

Application            Microsoft Office, MS-CIT AND Certificate Course in Computer Accounting and Office Automation

Operating System    Windows

## PERSONAL PROFILE

Date of Birth        :    15<sup>th</sup> January 1988  
Gender                :    Female  
Marital Status     :    Married  
Nationality         :    Indian  
Language known   :    English, Hindi, Marathi  
Contact No.        :    9503655566, 9174241144  
Email                :    [Priyadongre322@gmail.com](mailto:Priyadongre322@gmail.com)

## DECLARATION

I hereby declare that all the above information given is correct and true to the best of my knowledge.

Place: Nagpur

Priya N. Dongre

Date :