

CURRICULUM VITAE

SHIVAM DUBEY

N-12/409 HANUMAN NAGAR COLONY
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CARREROBJECTIVES

Seeking challenging level management position that uses my decision making, Communication and leadership skills through which my organization and me both can grow.

PROFESSIONAL EXPERIENCE (6 years)

Summary

Organization	:Muthoot Fincorp One
Designation	:Sr. Manager.
Post	:Territory Manager
Duration	:Feb 2024 to Present
Department	:Gold Loan
Organization	:HDB Finance Limited
Designation	:Sr. Manager
Post	:Territory Manager
Duration	:Aug.2023 to 31st Jan 2024
Department	:Gold Loan
Organization	:Manappuram Finance Limited
Designation	:Jr.Officer.
Post	:Branch Head
Duration	:Aug.2021 to July 2023
Department	:Gold Loan
Organization	:Manappuram Finance Limited
Designation	:Senior Asst.
Post	:Asst Branch Head
Duration	:Jan 2021 to Aug 2021
Department	:Gold Loan
Organization	:Manappuram Finance Limited
Designation	:Jr.Asst
Duration	:Oct.2018 to Jan 2021
Department	:Gold Loan

Responsibilities

- Handling The 10 Branches and **50 Team Member Under my Area** .Sales /Marketing / Operations / Le-gal / Leave / HR etc.
- To manage the overall business and administrative aspects of operations of the branches.
- Keep track of outstanding and overdue loans/payments.
- Ensure that all customer complaints have been addressed on adaily basis.
- Ensure that KYC norms are strictly followed during transactions.

- Achieve branch targets of outreach, portfolio volume and portfolio quality for both existing and new product and services as per agreed targets month on month.
- Maintain and ensure retention of client on amount on month basis.
- Plan monthly disbursement at the branch to ensure standards of idle cash are maintained as per the limits set for the branch.
- Comply accounting processes to manage and handle cash at branch as per established norms.
- Implement audit compliance procedures and check at the branch at the required frequency.
- Ensure preparation and submission of all documents and reports as per agreed timelines

EDUCATION

1. Graduation in (B.Sc) CSJM University Kanpur In 2016.
2. Passed 10th+2 from UP Board Allahabad in the year 2012 .
3. Passed 10th from UP Board Allahabad in the year 2010 .

PERSONAL INFORMATION

- D.O.B : 3rd March 1996
- Father Name : Shiv Kumar Dubey
- Nationality : INDIAN
- Hobbies : Reading
- Language : English, Hindi

I declare that above mention details are True as per of my knowledge & belief.

Place:.....

Date:.....