

CURRICULUM VITAE

Lalit varlani

Pushp mohan
F-ward F-10/12
Near Mpeb office
Sant hirdaram nagar
Bairagarh (Bhopal)
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Career Objective

Seeking long term employment in an organization where I can grow professionally and further enhance my skills, knowledge and experience to face and overcome the challenges of today's changing work environment..

Employment History:

- **With 2.3 years of experience in Banking and Finance Sector Covering the Areas of Retail Branch Banking, Consumer non Banking and Financing**
- Ensure all processes related to Services, Compliance and Profitability management
- Sales representative of gold loan , Personal Loan, mortgage Loan and banking operations
- New accounts opening and deposit mobilization
- Portfolio management of existing clients.
- Back office & team management
- Health insurance
- Indoor /outdoor sales

From Mar 2019 to Present
Sarah Homes Pvt. Ltd
As Project Manager

- Controlling time Management
- Ensuring customer management
- Meeting with contractors & clients
- Maintaining contractors and updating the Labour payment records
- Purchasing and maintaining goods and keeping an account on it
- Insure the marketing and advertising etc
- Back Office management
- Telecalling and maintain CRM on regular basis

Since march 2018 to june 2018
Utkarsh small finance bank
Bhopal, Mp as Sr. Executive

- Sales representative of CASA,FD,RD,TPP
- Cross selling of all Banking products like CASA, Health Insurance, fixd deposit
- Outdoor sales & marketing on daily basis
- Visits of different companies and maintain the data of follow-ups
- Tele callings to fallow-ups on committed dates to convert in successful business
- Maintain DSR on daily basis
- Cold calling
- Keep in touch with customers after sales

Since March 2015 to April2016
Muthoot finance limited
Bhopal,India. As a Senior Account officer/cashier

Key Responsibilities:

- Maintain manual Cash Book, Purchase Register, Journal Vouchers, Ledger Posting, Expense Ledger and after entry in computer all vouchers and bills.
- Maintain, CBS, reconciliation of all accounts & bank work.
- To preparation and maintenance of petty contractor Bills, Supplier Bills, Hire Charges Bills after complete checking of records.
- Maintain Cash Voucher Records and Cash Distributions.
- Checking all RAB (Running Accounting Bills) and Monthly Balance Sheet.

Trainings Attended

- 15 days induction/on jobtraining at Utkarsh bank zonal office Varanasi up
- 7 days on job training in muhoot finance limited in Nagpur regional office
- 7 days Induction training at Dania DOZ Head office in Dubai outsource zone

Since May 2017 to present
(Dunia finance llc)
Dubai, UAE. As a Relationship officer

Key Responsibilities:

- Sales representative of Personal Loan and Credit Cards
- Deals in auto loan, personal loan, credit cards
- Cold calling on daily basis
- Outdoor sales & marketing on regular basis
- Visits of different companies and maintain the data of follow-ups
- Tele callings to follow-ups on committed dates to convert in successful business
- Maintain DSR on daily basis SLR and office data, cash, voucher, cheques, records updation
- Branch data records updation

Education / Qualifications:

| | | |
|---------------|--------------------------|-------------------------------|
| B.Com | 2 nd Division | Barkutullah University Bhopal |
| I.Com | 2 nd Division | MP Board Bhopal |
| Matriculation | 1 st Division | MP Board Bhopal |

Skills

- Proficiency in cash management.
- Microsoft office (Word, Excel, PowerPoint)
- Internet, networking, Windows XP etc.
- Customer relationship management,
- Consumer Financing
- Hardcore Sales, back office
- Team Management
- Concepts course of computer from BKK Bhopal
- Diploma in office management
- Certification in computer English typing BKK Bhopal
- A typing speed 35 WPM in English
- Certified in tally Erp 9.0 (enterprise resource planning)
- Good command in tally all versions including Erp 9.0
- Expert in basic spoken in English also certified by **(study centre based on ex)** Indore India

Personal Details:

- Date of Birth : 14/01/1989
- Nationality : Indian
- Marital Status : Single
- Linguistic Proficiency : English,Hindi,sindhi and Punjabi
- Hobbies : Movies, listen to music, and playing Cricket
- Home Country Address : House no 90, Ward F-10/12 Near M.P.E.B office
Bairagarh, Bhopal (Madhya Pradesh)

References will be provided on request.

DATE: / /2019
PLACE: Bhopal (M.P)

(LALIT VARLANI)