

CURRICULUM VITAE

PRAVINA PRAKASH KAMBLE

Add: Room No 60, Shankar Nagar, Near Kvm School Sakinaka, Mumbai - 400072.

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OBJECTIVE:

- To make sound position in Corporate World and work enthusiastically in team to achieve goals of the organization with dedication and hard work.
- To work in a challenging environment that provides generous support unities for learning.
- To give my best in professional pursuit for overall benefit and growth of the company that I serve by facing the challenges by showing my calibre and gain some experience.

KEYSTRENGTHS:

- People Oriented with Competitive Attitude & Innovative.
- Hardworking& Quick Learner, Punctuality.
- Strong interpersonal and communication skills.
- Results driven and aggressive with high personal and career goals.

WORK EXPERIENCE:

Currently woring with Off SHOOT PVT LTD: (01Feb 2024 to till date)

Designation: Operation Executive

1. Login, Cam & disbursement for Personal loan.
2. Analyzing all the KYC documents of the customer.
3. Knowledge of Cibil & ENACH.
4. Bank statements highlighting the positive as well as negative points of the application & verify applicant last month salary credited in bank statement.
5. Applications are received from different locations from all over India are updated Lentra app tracker.
6. Handling Mail
7. Follow - Up is done with the indication through phone and Mail for the files kept on hold for queries and clarification.
8. Co-ordinate with sales team.

TGH Process Solutions PVT LTD: (04 Jan 2023 to 08 Jan 2024)

Designation: Back Office Operation Executive (Export Trade Finance)

1. Handling of Collecting Customer Dispatch and Non-Dispatch Documents in Front Desk.
2. Export Regulation Documents Entries inTRACCS HDFC Software.
3. Handling Mail
4. Maintain Filling and Return Documents Procedure as per the requirement
5. Scanning Documents

Neet Advisor: (11 June 2019 to 12 Dec 2022)

Designation: Back Office Assistant

1. Handling Mail
2. New Candidate Registration
3. Inward outward Client Entry.
4. Payment follows up
5. Follow up student for neet guidance enrollment
6. Helping their student in respective Counseling and Admission

CERTIFICATIONS:

- MS CIT & Tally ERP9
- MS EXCEL and Other (MS Office Tools)
- English and Marathi typing 30 wpm to 40 wpm

ACADEMIC QUALIFICATIONS:

Qualifications	Board/University	Year	Percentage
M.COM	SPDT College	2019	74.00%
B.COM	SPDT College	2016	69.00%
H.S.C	Shriniwas Bagarka College	2013	60.00%
S.S.C	Kvm High School	2011	74.00%

PERSONAL DETAILS:

- Date of birth: 09th May 1996.
- Marital Status: Single
- Nationality: Indian
- Languages Known: English, Hindi and Marathi.
- Hobby: Listening Music, Cooking

DECLARATION:

I Consider Myself familiar with Industries & Professionals. I am also Confident about my ability to work in a team. I hereby declare that the particular information furnished above is true & complete to the best of my knowledge & belief

PLACE: - MUMBAI