

# AMIT SHARMA

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## Personal Statement

**Personal Profile:** I am a management graduate – hardworking, self-motivated and responsible person, with an articulate and outgoing personality. Enjoy meeting new challenges. An individual who adapts well to new situations and believe in teamwork. Equipped with good communication and interpersonal skills. My experience has taught me the value of punctuality and developed confidence in the ability to handle challenges of **Accounting; Marketing & Finance**.

**Career Objective:** Be A key Person in “Corporate World.”

## Work Experience

### ❑ 1. Collection Or Debts Manager in RV Associate From June 2023 to Till Date

RV Associate provides services to Banks, NBFC, Financial Institute and Insurance Company like Debts Recoveries, Broking services for Loan distribution and Insurance etc.

## Key Job Responsibilities

- ❑ Handling 0-2 Buckets Cases in Agency for Bajaj Finance
- ❑ Handling Write off Cases in Agency for Bajaj Finance
- ❑ Plan, schedule and coordinate the work of the department to achieve stated goals.
- ❑ Monitor and ensure all activities are performed consistent with established company guidelines.
- ❑ effectively supervise assigned personnel, equipment operation and workflow.
- ❑ Ensure that productivity goals and standards set by the department are consistently met or exceeded.
- ❑ Monitor team coverage of responsibilities and accurately track daily attendance to assist with redistribution of work as necessary to achieve set targets.
- ❑ Promptly address and resolve issues impacting productivity.
- ❑ Build trust, respect and a commitment through communication and positive reinforcement to create a tradition of maintaining and exceeding internal and external expectations.

## Work Experience

### ❑ 1. Associate cum Partner in Vinayak Associates & Archivin Studio Design From Dec 2019 to May 2023

Worked with Vinayak Associates and Archivin Studio Design are the Real Estate Company. Both Company provide wide range services to customer like construction, design, Marketing, Sales and broking. Develop own projects as well as contractual basis projects.

### **Key Job Responsibilities**

- ☐ Recruit Agency, Recruit Team and Channel Partner to increase business.
- ☐ Maintain good relation with Channel Partner to increase business.
- ☐ Creating good relation with customer and generate business from them.
- ☐ Source Business from market, from Cold Call Data, from Agency & from channel Partner.
- ☐ Communicate with Management about marketing initiatives and project metrics, as well as to brainstorm fresh strategies.

### **Work Experience**

- ☐ **2. Deputy Manger ( Personal Loan, Business Loan) in Rural Inclusive Banking Group, ICICI Bank Ltd at Bikaner MAY04, 2019 TO OCTOBER 03, 2019.**

Worked with ICICI Bank Ltd is the India's Largest Private Banking Company. ICICI Bank Ltd has a wide network of 3200 branches spread mainly in urban, semi-urban and rural areas across the country covering almost the districts in India.

### **Key Job Responsibilities**

- ☐ Recruit Agency, Recruit Team and Channel Partner to increase business.
- ☐ Maintain good relation with Channel Partner to increase business.
- ☐ Recruit Team for Mapped branches and location.
- ☐ Maintain and develop market of Bikaner and Ganganagar for Rural Inclusive Banking Group ( Personal Loan and Business Loan).
- ☐ Creating good relation with customer and generate business from them.
- ☐ Source Business from market, from Cold Call Data, from Agency, from Team & from channel Partner.
- ☐ File credit appraisal.
- ☐ TAT for converting source to disbursement.
- ☐ Ensuring compliance of defined policies & guidelines during evaluation of customer's credit worthiness and determining viability of loan proposal.
- ☐ Ensuring compliance of all business operating guidelines/policies of the company.
- ☐ Management of Various agencies including Credit, Branch, OPS and Collection.
- ☐ Maintaining various MIS and tracking daily, weekly and monthly performance of the location and giving feedback to the RHS on the same.

- Co-ordination with inter department & Self-preparation for deviation & further growth.
- Handle audit & audit compliance

## **Work Experience**

### **□ 3. Deputy Manger in Rural Inclusive Banking Group, ICICI Bank Ltd at Bikaner Nov21, 2012 TO MAY 04, 2019.**

Worked with ICICI Bank Ltd is the India's Largest Private Banking Company. ICICI Bank Ltd has a wide network of 3200 branches spread mainly in urban, semi-urban and rural areas across the country covering almost the districts in India.

## **Key Job Responsibilities**

- Maintain good relation with Channel Partner to increase business.
- Maintain and develop market of Bikaner for enterprises credit ( Working Capital limit against Stock).
- In Enterprises credit product included CC, OD, Warehouse Receipt Funding, Demat Funding, Agri Credit ( All is related to priority sector funding).
- Creating good relation with customer and generate business from them.
- Source Business from market, Branch, Branch Executive & from channel Partner.
- File credit appraisal.
- TAT for converting source to disbursement.
- Credit underwriting of proposal limit up to Rs.30 Million.
- Source and make proposal up to Rs.300 Million.
- Ensuring compliance of defined policies & guidelines during evaluation of customer's credit worthiness and determining viability of loan proposal.
- Ensuring compliance of all business operating guidelines/policies of the company.
- Management of Various agencies including CPG, CCMG, OPS.
- Maintaining various MIS and tracking daily, weekly and monthly performance of the location and giving feedback to the RHS on the same.
- Co-ordination with inter department & Self-preparation for deviation & further growth.

- Handle audit & audit compliance

### **Work Experience**

- **4. Credit Officer Cum Acs head, Mahindra and Mahindra Financial Services Ltd at Alwar**  
**Nov2011 to Nov 19,2012.**

Worked with Mahindra and Mahindra Financial Services Ltd. (MMFSL) is the India's Largest Non-Banking Finance Company from the house of Mahindra and Mahindra. MMFSL has a wide network of 400 branches spread mainly in semi-urban and rural areas across the country covering almost 80% of the districts in India.

### **Key Job Responsibilities**

- Maintain good relation with dealer to maintain Market Share.
- Maintain TA a/c dealer & Reconciliation TA a/c
- Promote maximum usage of hand held device usage for business activity and collection activity.
- Handling dealer related all quires & provides resolution.
- Handle Refinance business from exiting customer pool.
- File credit appraisal.
- TAT for converting online Dos to work sheet.
- Ensuring compliance of defined policies & guidelines during evaluation of customer's credit worthiness and determining viability of loan proposal.
- Ensuring compliance of all business operating guidelines/policies of the company.
- Management of Various agencies including Repossession, file processing and FI agencies.
- Maintaining various MIS and tracking daily, weekly and monthly performance of the branch and giving feedback to the branch head on the same.
- Co-ordination with regional office. & Self-preparation for deviation & further growth.
- Handle audit & audit compliance

### **Work Experience**

- **5. Credit Officer Cum Acs head, Mahindra and Mahindra Financial Services Ltd at Sawai Madhopur**  
**SEPT2008-OCT 2011.**

### **Work Experience**

- **6. Credit Officer Cum Acs head, Mahindra and Mahindra Financial Services Ltd at Churu**  
**Nov2007-AUG 2008.**

### **Work Experience**

- **7. Officer, Mahindra and Mahindra Financial Services Ltd at Phulera**  
**JULY2006-OCT 2007**

### **Work Experience**

- **8. Trainee, Cipla pharmaceuticals ltd.**  
**OCT2005-JUNE 2006**

### **Key Job Responsibilities**

- Generate sales.
- Make good relation with dealer.
- Patient education.
- Organize seminar for patient education & for awareness about product.

### **Educational Qualification**

- Bachelor in Business Administration from Shiva Institute of Management Studies, Ghaziabad (2002-2005).
- Higher Secondary School Certificate from Raj. Board, Ajmer session(2002).
- Secondary School Certificate from Raj. Board, Ajmer, session.(1998).
- Completed Agent certification from IRDA for Life Insurance.

### **Awards**

- \* Best Performer in Operation 2006-2007 in Mahindra & Mahindra Financial Services Ltd (MMFSL).
- \* Win several contest with certificate at ICICI Bank Ltd. Like 1. Chek de Rajasthan 2. Apni Pyass Badho 3. Yeh Dil Mange More 4. CBF Ka Big Boss 5. Clash of the Champion 6. Josh Unlimited 7. RIBG ka Khiladi at Zonal Level.

## **Computer Skills**

- ☐ Excellence in using.

## **Other Information**

- ☐ Capable of handling multiple responsibilities independently.
- ☐ Flexible to transform from one core function to another.
- ☐ Effective in Client interaction & Relations Development.

## **Personal Information**

<b>Father's Name</b>	<b>:-</b> Mr. AshokSharma
<b>Mother's Name</b>	<b>: -</b> Smt. Sunder Devi
<b>Date of Birth</b>	<b>: -</b> 18 Sept. 1983
<b>Marital Status</b>	<b>: -</b> married

## **References**

1. Mr. Chetan Jain, Credit Manager in Yes Bank Ltd. at Kota  
Mobile No-09694928739.
2. Mr. Jagdish Mutha, Senior Manager in Axis Bank at Bikaner.  
Mobile No-09799398267

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

(AmitSharma)

