

TANISH KHANDELWAL

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CA: Plot No-160 A Mohini vihar 2nd Mangyawas Road Mansarovar Jaipur.

CARRER OBJECTIVES:

Seeking a full-time career in an organization which will permit me to use and contribute my abilities in my work and also to increase my knowledge And Contribute towards its growth by committed and quality work.

WORK EXPERIENCE:

➤ **ASCEND BIZCAP PVT LTD. Corporate Office Jaipur.**

Duration: August 2021 to Till Date

➤ **ROLE- Operation Manager (Product-Commercial vehicle)**

JOB-PROFILE:- (Credit & Operation)

- Customer kyc verification & Generate Cibil Report & Highmark Report
- Calculating and analysing the risk ratios of clients based on their credit score.
- Collecting the needed financial document and assessing the customer Income.
- Team Management and resolve Internal & External Queries.
- Maintain Customer Highmark & Transunion Data.
- Maintain Fore-closure Data & NOC Data.
- Maintain Disbursement Target.
- Maintain PDD data.

➤ **AU SMALL FINANCE BANK LTD. Central Processing Unit Jaipur.**

Duration: August 2019 to July 2021

➤ **ROLE- Operation Executive (Adecco Roll).**

JOB-PROFILE:-

- Pendency Resolution with Branch Person with in Tat
- Resolve Query of Branches and Solve with in TAT
- Verification of the Document Submitted by the customer.
- Calculating the Bank Charges for Loan Disbursal.
- File Disbursement & Tracking PDD Data.
- Resolve Query of Internal & External Audit.
- File Quality Check & Pendency re-call from Branch.\
- Maintain PDD Data & Tracking.
- Prepare Excel sheet of Disbursed Case.

➤ **SHRIRAM GENERAL INSURANCE Corporate Office Jaipur.**

Duration: September 2017 to July 2019

- **ROLE-** Claim Process Executive

JOB-PROFILE:-

- Check Admissibility and Liability.
- Spot & Final Surveyor appointed
- Case Observation and Prepare Self-Assessment.
- Verification of Document which is given by Insured.
- Loss Minimizing and maintaining the average paid and Tat of claim.
- Prepare Self-Assessment & finalize Claim Amount.
- Tally Surveyor assessment with help of Vehicle photo & Cause of Loss.
- Appoint Investigation for Total Loss Vehicle & find out actual loss details.
- Maintain Claim Withdrawn Data & Claim Repudiation Data.
- Prepare Surveyor Fees & Process for Payment.
- Release notice for Survey if vehicle not parked at Dealer and Arrange for Survey.

EDUCATION QUALIFICATION:

- **B-Tech** Pass-out from **GIT Jaipur 2015.**
- Higher Secondary Pass-Out from **MPBSE Shyopur 2011.**
- Secondary Pass-out from **MPBSE Shyopur 2009.**
- Post Graduate Diploma Computer Certificate from Jiwaji University 2018 Pass out

PROFESSIONAL SKILL:

- Time Management.
- Team Leadership.
- Stress Management.

ACADEMIC ACHIEVEMENTS:

- Participated in 28th National Convention of production Engineers.
- Participated in National Seminar on Advancements in Production and Operation Managements.
- Participated in National Conference of Electric-Mechanical Engineering.

SUMMER TRAINING:

- 45 Days Summer Training Done from Dwarikesh Sugar Industry Bundkai Bijnor Uttar Pradesh in Production of Sugar from Cane.

SUMMER PROJECT:

- Zero Cost Free Refrigerator with 5 Members.

PERSONAL PROFILE:

- Father Name: Mr. Mukut Khandelwal
- Dob: May 27 1994
- Language: Hindi & English
- Permanent Address: 19 Tagore ward Shyopur MP

PACKAGE & NOTICE PERIOD:

Annual CTC	In Hand	Notice Period
RS 332000/-	RS 23278/-	B/w 60-90 days

DATE:

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PLACE: