

ATUL MALVYA

E-mail: atulmalvya21@gmail.com
atulmalvya@yahoo.com

A-107,VEENA NAGAR,SUKHLIYA,
INDORE-452010
Contact Number : +91 9977198763
+91 8770076099

PROFESSIONAL PROFILE:

A Dynamic professional with around **Four years Four months** of experience in Agri Finance Division, Real State, and Banking, all bank accounts management, Customer Handling and Office management and Accounting work.

To work for a professional organization which offers challenging opportunities, an excellent cooperative working environment to utilize my professional and technical knowledge, enabling me to improve my abilities, develop my functionality, and improve the organization plans and work procedures.

WORK HISTORY:

Organization: KOTAK MAHINDRA BANK LTD., INDORE

- **Designation:** Sales Coordinator (Agri Finance Division)
- **Joining:** JULY- 2015 to Till Date

Responsibilities:

- Maintain and develop good relationship with customers through personal contact or meetings or via telephone etc.
- Monthly updated MIS TAT Sheet for New cases every month.
- New cases login and renewal cases login for LOS.
- Documentation for new ,Enhancement and renewal cases.
- Preparing the Disbursement file-RCU and other work.
- Record sales and order information and report the same to the sales department.

Organization: COOL AIR PVT. LTD., INDORE

- **Designation:** Account Assistant
- **Joining:** JUNE- 2014
- **Experience:** 1 Year

Responsibilities:

- Working with sales and purchase ledger and journals.
- Preparing statutory accounts.
- Calculating and checking to make sure payment, amounts and records are correct.
- Sorting out incoming and outgoing daily post and answering any queries.
- Managing petty cash transactions.
- Reconciling finance accounts and direct debits.
- Maintaining and updating filing system & Paper Work.
- Checking, Sending & Receiving E-mails.

Organization: TDS INFRA ESTATE DEVELOPERS PVT. LTD., INDORE

- **Designation:** Banking & Office Assistant
- **Joining:** (OCT 2012– NOV 2013)
- **Experience:** 1 Year 1 Month

Responsibilities:

- Specialization in Banking Work.
- Hindi Typing & Preparing Land NOC, Agreement.
- Drafting & Preparing Business Letters.
- Co-ordination with other Department Heads.
- Maintaining and updating filing system & Paper Work.
- Checking, Sending & Receiving E-mails.
- Attending to Telephone calls.

PROFESSIONAL QUALIFICATION

<u>Qualification</u>	<u>Specialization</u>	<u>Institution/ University</u>	<u>Year of Passing</u>	<u>Percentage</u>
PGDCA	Computer Application	Maharshi Mahesh Yogi Vedik Vishwa Vidyalya, Jabalpur (M.P.)	2014-2015	74%
MBA	Finance & Marketing	Institute of Profesnal Study (IPS Academy), Indore (M.P.)	2011-2013	60%
B.B.A	Finance	Govt.Arts & Comm. Collège, Harda	2007-2009	66%
10 +2	Economics	Mahatma Gandhi Higher Secondary School , Harda (M.P.)	2006	50%

PROJECT

Done a survey on “Customer Satisfaction Level” in **Airtel Landline Services**.

Duration: Nov-2012 (1 Month)

The objectives of the research are:

- To analyze the consumer behavior towards airtel land services
- To know the problem faced by the consumers
- To analyze the opinion of consumers towards airtel
- To know the market penetration of airtel land line and landline services with compare to other like BSNL, Reliance, and Tata indicom.
- To know the consumer taste and preference of different telecom companies with reference to airtel land line services.

TECHNICAL PROFICIANCY

- Operation Systems: Dos, Windows XP, Windows 7
- Microsoft Office (word, excel, power point)
- Accounting Packages: Tally ERP 9
- Typing Knowledge (English and Hindi)

PROFECTIONAL SKILLS

- Good Communication Skills
- Able to Work Independently and with the Team
- Fast learning capability
- Self-Motivated & Keen Observer
- High Integrity & Multi-Tasker
- Searching On Net, Generating Ideas
- Good Listener

INTERESTS

- Listening to music
- Searching On Net
- Playing Chess
- Playing and watching cricket

PERSONAL DETAILS

Father's Name : Ramkrishan Malvya
Nationality : Indian
Religion : Hindu
Date of Birth : 21st March, 1985
Status : married
Languages Known : Hindi, English

REFERENCE

Name	Mr.Pavan Soni	Mr. Vivek Sambharia
Org. Name	TDS Infra Estate Developers Pvt. Ltd, Indore, Madhya Pradesh	Kotak Mahindra Bank Ltd,Indore Madhya Pradesh
Designation	Accountant	Relationship manager
Contact	9926500024	7583846208
E-mail	pavansoni@tdsgroupindia.com	

DECLARATION

I hereby declare that the above furnished details are true and correct to the best of my knowledge and belief.

Place: Indore
Date: / /

(ATUL MALVYA)