

CURRICULUM VITAE

NAME: MAULI ARUN PAWANE

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OBJECTIVE

To succeed in an environment of growth and excellence and earn a job which provides me job satisfaction and self development and help me achieve personal as well as organizational goals.

EXPERIENCE

Working with:-

1. Working with IDFCFIRST BANK PVT. LTD. Pune. From Dec 2021 to Till Date as a Credit Process Assistant.

Nature of work

- Legal and Technical initiates (Home loan prime)
- Deals with Legal & Technical Valuation Report checking as per policy
- Maintaining DD MIS
- Property papers Management
- Maintaining Legal and Technical MIS
- Quires resolution of vendors
- Coordination with sales team and vendors

2. Worked with JOHN DEERE FINANCIAL INDIA PVT. LTD. Pune. From Nov 2018 to Aug 2021 as a Branch Operation Executive.

Nature of work

- Handling bank reconciliations
- Team Management

- System and work for logging into Oracle
 - EMI Debit Process (PDC / SPDC / CHEQUE / NACH & E-NACH)
 - Receipt create in system
 - Generate NSF Charges
 - Disbursal Initiation Process
 - Process the Dockets and files as per the Process Rules and insert the data in System
 - Verifies application documents of Tractor loan
 - Checking of OTC Documents
 - Vendor Process
 - Generating, updating and maintaining DD MIS and maintain TAT
 - Managing of manual cheques and NACH storage
 - Coordination with sales executive and vendor
 - Dealer creation
 - Report reconciliation. (UPI / SETU)
 - Dispatching Files,Dockets and Documents (Generate Barcodes & Dispatch)
3. Worked at NAVJEEVAN NURSING HOME. Pune From Jan 2017 to Jun 2018 as a Account Executive
4. Worked at MEDICARE HOSPITAL FOUNDATION. Pune From Jun 2013 to Dec 2016 as a Account Executive.

Nature of work

- Cash Counter activities
- Account Receivable and Payable
- Reconciliation of daily sales report
- Reconciliation of debtors & creditors
- Daily MIS Update
- Preparing daily sales report for MIS to the management
- Analyzing & control over unwanted expenses of the store & shop floor
- Maintaining Registers
- Dispatching documents
- Managing of all

EDUCATION QUALIFICATION

Standard	Board/University	Year	Specialization	Percentage
Graduation	PUNE UNIVERSITY	2014-18	B.COM	49%
12TH	MAHARASHTRA BOARD	2012-13	Commerce	60%
10TH	MAHARASHTRA BOARD	2010-11	-	60%

COMPUTER SKILLS

1. CAA (Computer Corse in Advance Accounting)

* TallyErp.9.0

* Advance Accounting

*Computer Application

* Taxation

* Auditing

* Banking

* English typing speed 30 wpm.

PERSONAL INFORMATION

Father Name : Arun Bhagwan Pawane.

Date of Birth : 23 Jul 1995.

Sex : Male

Cast : Hindu Maratha

Nationality : Indian

Marital Status : Single

Current address : Kamathe vasti, fule vitbhatti, Fursungi, pune-412308.

Permanent Address : Kamathe vasti, fule vitbhatti, Fursungi, pune 412308.

Hobbies : Reading & Browsing Internet.

LANGUAGES KNOWN

English, Hindi and Marathi (Mother tongue)

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Place: Pune

Date:

(Mauli Pawane)

