***Curriculum Vitae***

***Vishwas W. Jadhav***

*Plot No. 76,Shivangi Nagar*

*Hudkeshwar Road,*

*Nagpur-440034,*

*Maharashtra.*

*Mobile No.7057452300*

*Email: -* [*jadhavishwas256@gmail.com*](mailto:jadhavishwas256@gmail.com)

***Career Objectives***

*To Be A Part Of Your Esteemed Organization In Which I Can Make A Significant Contribution In The Concerned Field By Virtue Of My Hard Work, Sincerity And Analytical Bent Of Mind. Hence To Be Excelsior And To Satisfy The Customers Has Been The Prime Objective Of My Career.*

***Academic Profile***

*MBA Completed 2012*

*Completed Bachelor Degree in Commerce, 2002-03,from Nagpur University*

*Completed Higher Secondary Examination, 1999-00 From Pune Divisional Board.*

*Completed SSC, 1995-96 from Pune Divisional Board,*

***Computer Skill Sets***

*Software****: -*** *Accounting Application, MS Office, Tally 5.4, 7.2, ERP*

***Technical Skill***

Completed Diploma *in A/C & Refrigeration from I.T.I in the year 1996- 98*

***Experience***

*­­­­­­­­­­­­­­* ***Bhaghyashri Marketing***

*Duration July 2024 to Still Date*

*Accounting journal entries sales purchases entries GST calculations TDS & office Administration*

***PNB Housing Finance Ltd.***

*Duration: - Feb2012 to June 2024*

*Designation: - Manager –Branch Operation & Deposit*

*Job:- Working in Nagpur Branch Office*

***Job Profile & Responsibility***

* *Timely resolution of queries from customers related Loan management and sourcing new lead for insurance deposit & Loan.*
* *Executing all vouchers, opening and closing of accounts related to loans with authorization obtained from Incumbent In-Charge Undertake custodial responsibility for security forms / NJS*
* *Voucher management and processing for FD, expenses, existing retail /project loans charges for cheques return, prepayments, penal interest etc and all necessary vouchers relating to closure of accounts*
* *Cash Management (safe custody, daily reconciliation and record keeping) under assistance from Incumbent In charge Liaison with banks and managing current account with bank*
* *Timely generation of P&L, balance sheet (Monthly, Half yearly & Annually) and other related monthly MIS Reconciliation of HO – Branch A/c on monthly basis*
* *Undertaking all deposits related work including, sourcing account openings/ closings, TDS, 15 H, 15-G Management of TDS records*
* *Issuance of interest warrants, follow-ups for unclaimed deposits, processing demand loan requests, MIS Generation, staff loan accounts*
* *Processing commissions to DMAs and deposit mobilizing brokers, insurance premiums and their record Deposition cheque PDC & ECS Retention of Loan closer management of LOD conversation Rate of Interest*
* *Disbursement of Home loan ,LAP & Plot loan management of monthly broken Interest*
* *Sourcing Home Loan & LAP property insurance*

***Shriram Transport Finance Company Ltd.***

*Duration: - May2008 to Feb2012*

*Designation: - Sr. Executive Account & Operation Dept.*

*Job:- Working in regional Office Nagpur*

***Job Profile & Responsibility***

*Obtaining Bank statement from various branches on monthly basis Feeding the banking transaction i.e. receipt & payment manually in software Matching data as per cash book & bank book reconciling it solving query regarding unmatched transaction Preparing BRS MIS report fund transferring as per requirement of outside branches*

*Disbursement management*

*Scrutinizing loan proposal as forwarded by marketing department regarding fulfillment of loan criteria. Recording the disbursement in software after adjusting for loan adjustment (if any) pertaining to receipting Preparing disbursement MIS report & forwarding it to payment section .loan cancellation or settled in software Monthly visiting to branches Checking compliance of various books of Accounts Checking physical cash balance with cash book Noting & sorting Queries & preparing audit report as per official format*

*Internal Audit at Branches*

*Expenses clearing for branches day to day accounting TDS deduction Budgeting to quarterly basic. All branch expenses Like electricity bill, telephone bill, convinces bill control, issued of accounting problem in branches. Daily checking of Branch G R/ G P voucher, maintaining all records of branch, maintaining cash collection of branch, CMS collection (Cash Management System.) PDC collection of 3wheeler making updating of collection, Insurance Updating of vehicle, Premium updating of Policy of Finance vehicles, Bank Reconciliation of Finance Cell. Making M.I.S Report in every 15days of Advancing of all Branches of Central Region. Making M.I.S Report of monthly collection of EMI & RECEIPTING of Branches of all Central Region. Reporting to A.G.M (Accounts) related to Branch activities. Issuing of NOC (NO-OBJECTION-CERTIFICATE.) Against settlement of agreement.Gen Expenses Schedule, Loan Exp,Gl Code Reco & CMS Brs Foreclosure of Citi Corp.*

***Anand Rathi Securities Ltd.***

*Duration: - 1Year (Jan2007 to Dec 2007)*

*Designation: - Executive Operation*

***Job Profile & Responsibility***

*Maintain client pay in & pay out Fund Management in Outside Branches Solve Client problem to accounts Maintain client account as per margined Co- ordination Bank Executive & Head office Executive Mumbai*

***Nagpur Commodities & Securities Pvt. Ltd****. Member of NCDEX*

*Duration:- 2Year (Jan2005 to Dec 2006)*

*Designation: - Executive Operation*

***Job Profile & Responsibility***

*Day to day accounting, issued of payment, profit & loss Finalization of accounting Maintaining client Fund Management Maintain BC As per Exchange norms, Co-ordination of exchange executives Uploading client details in Ncfm soft ware Maintain Compliance for Exchange laws & order Searching exciting client to outside Nagpur Dealing Conference to increase sub broker & client Arranging awareness programs on commodities trading*

***Nagpur District Central Co- Operative Bank Ltd.***

*Duration:- 1 year (Jan 2002 to dec 2002)*

*Designation: - Accounts trainee*

***Job Profile & Responsibility***

*cash book , share certificate maintenance, clearing methods, information about co-operative accounting*

***Additional Personal Information***

*Date Of Birth*  **:** *13th  April 1981*

*Father’s Name*  **:** *Wamanrao F. Jadhav*

*Sex* **:** *Male*

*Date:*

*Place: Nagpur (Vishwas W. Jadhav)*