



## SUMMARY

To associate myself with an organization that gives me a chance to upgrade my knowledge. My objective is to continuously develop professionally and become a valuable asset promoting a culture of finance excellence within the organization.

## EDUCATION

### M.B.A (FINANCE)

Gujarat Technological university  
2017-2019 Percentile 87.40

### B.COM

Gujarat University  
2014 - 2017 Percentile 71.50

### H.S.C

Gujarat Board  
2012 - 2014 Percentile 76.98

### S.S.C

Gujarat Board  
2012 Percentile 64.43

## SKILLS

- Basic knowledge of computer (MS Word, MS Excel, MS Power Point)
- Ability to work independently and as part of a team
- Detail-oriented and able to handle multiple tasks simultaneously
- Good Communication Skill
- Quick Learner and Good Interpersonal Skills

## CERTIFICATIONS

- First prize in T.J.Rana Trophy Inter College open book exam
- TALLY ERP- 9
- Trophy & Certificate of first Rank in B.com and MBA
- Many certificates achieved from my current company (LK)

## SUMMER INTERNSHIP

- SIP Topic : "A study on equity and derivatives"
- Company : Angel Broking Pvt. Ltd.
- Duration: six weeks (summer training - MBA project)

## PROFESSIONAL EXPERIENCE

### Lendingkart Finance Limited

Senior Finops Analyst | 07/11/2022 - Present

- Verify and validate the customer documents (Bank statement, Registration proof, KYC docs, Credit Bureau reports) required for credit evaluation and screen any fraudulent documents
- Analyses the bank statements and identifies all the subsidiary bank accounts of customers
- Analyses the Bureau reports and log the analysis based on rules mentioned in the SOP
- Prepare internal reports from data gathered during the analysis
- Coordinate with multiple teams (BDE, Credit, etc.)
- Handel Inditrade , ATPL & ECT channel cases
- Handel CIBIL escalation cases

Revops Executive (Agreement Team) | 29/04/2021 - 06/11/2022

- In-depth knowledge to complete tasks related to KYC and Interaction with the cross functional team to resolved any internal queries related to the loan application
- Perform Dedupe checks to know any fraud application or any other details linked with client loan application
- Head responsibility for the loan processing & agreement generation for loan
- Mostly head responsibility to generate loan agreement of Private Limited, Partnership & LLP firms
- Do CKYC, Clickwrap & eNACH for agreement generated cases
- Gives training to newly join employees in team
- Audit new joiners cases before agreement generation

### Misae International Private Limited

Finance Executive | 22/07/2019 - 28/04/2021

- Verify the documents - KYC & Financial document
- Prepare day to day MIS
- Provided administrative support, including answering phone calls, responding to emails, and preparing correspondence
- Prepare CMA data (fill necessary audited figures as well as projection)
- Prepare Project report and brief for working capital loan and share to bankers for loan proposal
- Handel Corporate loan (LAP, CC/OD, TL) & Home loan, Personal loan files
- Searching companies data on Govt. sites (MCA)