

**PRACHI MISHRA**

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**Career Objective**

Seeking a career to utilize my knowledge, personal skills to gain comprehensive understanding of a reputed organization so as to take responsibility and contribute significantly.

**Professional Experience****L&T Financial Services**

**Designation: Officer -Centralized Receipting and Mandate Management.**

**Duration:** 2years 2months (Nov2016-Nov2018)

**Roles and Responsibilities:**

- Cash Books and Cheque In-warding into the system.  
Maintaining Records for Cheque in Excel.
- Managing Authorization process for Cash and Cheques under BMS (Business Monitoring System and (LMS) Lending Management system .
- Customer related queries solved with in TAT.
- Bank Reconciliation in Lending Management System (BMS/LMS)  
Rectification and cancellation of wrong receipt details as per approval matrix.
- Keep a Receipt & Bounce record of customers in accounting system (Finn one).
- Follow up with branches for clear open (unapplied) credit.
- Coordinating with banks regarding customer's payment status.
- RTGS/NEFT entries accounted in customer statement of account.
- Pass the correct receipt against the rejected receipts which has not flown in Customer's SOA.
- Preparing various Daily & Monthly MIS Reports
- Coordinate with IT and process department for system enhancement and implementation.

**Previous Company Details:** Balaji Consultancy Services

**Designation:** Finance executive

**Duration:** 2years 2 months (Dec2013-Feb-2016)

**Roles and Responsibilities:**

- Gathered relevant information about the clients interested in the project.
- Scheduled client appointments and maintained up to date confidential client files.
- Explaining existing property rates and available flat sizes in projects
- Accumulate financial, personal details and bank related documents for further formalities  
Evaluate real property and equipment recording information.
- Ensure to update and maintain general ledger and generated cash reports to manage project  
constructed and managed loan draws and schedules.
- Maintain construction files for all paid invoices and followed up with clients for due payments
- Monitored and records Company's expenses.

## Academics

University of Mumbai:

**Master of Business Administration (M.B.A.), Finance, 2012 - 2014**

Grade:62%

**Bachelor's Degree, Bachelors of Commerce, 2009 - 2012**

Grade: 65%

## Academic Projects

Analysis of Investment Avenues

Comparative study of Mutual Funds

Studied the project under real estate firm -Working Capital Management

"Be Your Own Boss" - Entrepreneurship Seminar by Narayan Murthy attended in BSE.

"Zero to Hero" by Vitthal Kamat at Indian Merchant Chambers

## Volunteer

### Cheerfulness at Elderly Home

Prepared Corporate Social Responsibility Project on Elderly home.

We contributed and arranged lunch and comedy movie to be displayed at Old age home.

Distributed basic necessary daily commodities to elderly people.

### Blood Donation camp at Thalassemia Children welfare Society

As a Volunteer represented MIM Institute and actively took charge of Blood Donation Camp.

Successfully convinced Individuals to donate blood by explaining them the benefits of blood donation. Thankfully received appreciation from Thalassemia Children welfare Society for my contribution

## Personal Information

Date of Birth: 20<sup>th</sup> March 1992

Languages: English, Hindi

Marital Status: Married

## Declaration

I hereby declare that all the above information provided is true to the best of my knowledge

**Date:**

**Place: Mumbai**

**Prachi Mishra**