

# Resume Letter

Name of the Candidate :- Pradeep Kishanrao Suryatale  
Date of Birth :- 01<sup>st</sup> June, 1988  
Mobile No. :- 9503433581  
Email ID :- [suryatale.pradeep@gmail.com](mailto:suryatale.pradeep@gmail.com)  
Residential Address :- Waman Nagar Stop,Behind Ashirvad  
Garden,Near Chatrapati chowk,  
Ashish Nagar Wadi bk., Nanded.



Communication Address :- Waman Nagar Stop Behind Ashirvad Garden  
Near Chatrapati Chowk Ashish Nagar  
Wadi bk Nanded.

Hobbies :- To Playing Cricket & Chess,Listening Songs etc.

Computer Skills :- MS-CIT,Tally 9.1 ERP,MS-OFFICE etc.

## **\*\*Job Description\*\***

- Actively solicits Microfinance loan accounts to meet the business needs of the customer.
- Analyzes overall loan applicant's qualifications to determine the feasibility of granting loans.
- Initiates credit and collection activities to ensure credit quality of accounts.
- Coordinates with concerned officers and/or other units related to processing and servicing of loan applications and loan clients.
- Addressing health, safety and worker-management issues, including compliance with federal workplace laws
- Designing programs to reward employees for accomplishments and motivate them to continue performing at a high level.
- Attracting, interviewing and selecting the right candidates to meet an organization's needs.
- Managing and overseeing the work of employees,monitoring employee performance and providing feedback,assisting in administrative tasks like scheduling meetings.
- Assisting the manager in organizing,planning and implementing strategy,handling inventory management and ordering supplies.
- Training and coaching new employees,maintaining records and files,Assist in budgeting and resource allocation.

## **\*\* Experience Details \*\***

### **\* Bharatiya Samruddhi Finance Ltd ( BASIX MICROFINANCE )**

Role :- Assistant Location :- Parbhani Branch  
From :- 29<sup>th</sup> Oct., 2009 to 21<sup>st</sup> Jan., 2011

### **\* Shriram Finance Ltd**

Role :- Branch Incharge Location :- Nanded Branch  
From :- 17<sup>th</sup> June , 2014 to 21<sup>st</sup> Feb., 2023

### **\* IDFC First Bank**

Role :- Assistant Manager Location :- Nanded Branch  
From :- 17<sup>th</sup> May, 2023 to 12<sup>th</sup> Dec., 2023.

## **\*\* Education Details \*\***

<b>Sr No</b>	<b>Standard/Class</b>	<b>Year of Passing</b>	<b>Name of the School/College</b>	<b>Subject Details</b>	<b>Name of the Board /University</b>	<b>Percentage %</b>	<b>Distinction</b>
1	S.S.C	Mar-2003	Dr.N.G.Bhalero Highschool Snehnagar Nanded.	Economics, Maths , General Science	Latur Board	48.00%	Passed
2	H.S.C	Apr-2005	Yeshwant College Nanded	Accounting, Economics, organisational commerce	Latur Board	58.00%	Passed
3	B.com	Summer 2008	Yeshwant College Nanded	Accounting, Economics, organisational commerce	S.R.T.M.U. Nanded	70.00%	First Class with Distinction
4	MBA	Summer 2014	Nandigram Institute of Managemet Studies Nanded	Human Resource Management	S.R.T.M.U. Nanded	62.00%	First Class
5	MSCIT	2009	MKCL	MS-OFFICE	MKCL BOARD	92.00%	100/92
6	TALLY	2010	NA	ERP	NA		A+
7	LLB	Pursuing	NA	NA	NA	NA	NA

Date :-     /     / 2024

Place :- Nanded

Signature

Pradeep Kishanrao Suryatale  
Nanded