

# RESUME

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**MUNESH SAINI**

**H.No.C-10, West Rajiv Nagar  
Gurgaon (HR)-122001  
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## **Objective**

I want to achieve a good position in a reputed organization where I can utilize my experience & knowledge for the betterment my organization growth. I like to accept new challenges and to fulfill them with my endeavor.

## **Academic Qualification**

- MBA Finance Passed from Jaipur University.
- B.Com Passed from M.D.U Rohtak University.
- 10+2 Passed from H.B.S.E. Board

## **Professional qualification**

- Certified Finance Executive Course from ICFE.( **Institute of Computer and Finance Executives**)

## **Computer Skills**

- Tally ERP
- MS Office

## **Current Position:-**

**Company Name:-Mahindra Finance Ltd.**

**Position:-** Sr. Officer ( Back Office )

**Location:-**Sector-14, Gurgaon

**Duration:-** From 01-09-2022 to till date

## **Working Area:-**

- Handling the customer's mails and their queries.
- Build and maintain customer relationships through open communications and clear understanding of customer requirements.
- Follow-ups for Outstanding payments/Business Leads.
- Analyst the NCR Customer data.
- Settlements of contracts with customers and NOC issuance.

- Cash handling maintenance of online cash register
- SOA verification and confirmation of SOA from customers.
- PDC and PDD updation.
- D.O. processing and checking files and loan documents.
- Branch expenses management.
- MIS handling
- ACH processing.
- Expenses Management.

**Previous Position:-**

**Company Name:-Newsco International Energy Service Inc. (MNC)**

**Position:-**Admin Executive

**Location:-**Bara Khamba, New Delhi & Sohna Road, Gurgaon

**Duration:-** From 16-11-2015 to 27-08-2022

**Working Area:-**

- Maintaining Bio-Metric attendance on monthly basis
- Assisting HR related activities, maintaining Employees files and data, attendance, Leaverecord for preparation of monthly salary.
- Looking after travel arrangement for employees, online booking and coordinating with Travel Agent.
- Supervising Housekeeping & administration related activities.
- Handling Office events activities and festivals decorations.
- Checking Conveyance sheets of all sales Employees.
- Managing a Housekeeping & Office Boy 6 People.
- All Indoor & Outdoor Work.
- All Relative work of Office Maintenance.

**Previous Position:-**

**Company Name:-Chelsa Mills (Export House)**

**Position:-**Accounts Executive

**Location:-**Manesar, Gurgaon

**Duration:-** From 01-09-2013 to 15-11-2015

**Working Area:-**

- Maintained data of the accounts Payable and receivables.
- Maintain Daily Cash Report & Day Book.
- Preparing Daily Entries of Issue & Receipt.
- Bank Relative Work.
- Making Invoice Daily basic.
- All Indoor & Outdoor work
- Distribute Salary to Employees

**Previous Position:-****Company Name:-Niti Technologies Pvt. Ltd. (Manufacturing Unit)****Position:-** HR Admin & Coordinator**Location:-**Khandsa, Gurgaon**Duration:-** From 23-11-2010 to 31-08-2013**Working Area:-**

- Recruitment for New Employees.
- Maintain Daily Cash Report & Day Book.
- Shift Managing.
- Bank Relative Work.
- Making Invoice Daily basic.
- Assign Work to Employees
- Payment collection & Vendor Reconciliation.
- Making & Distribute Salary to Employees
- All Indoor & Outdoor work

**Personal Qualities**

Ability to work autonomously in a flexible growing and dynamic office environment.

**Personal Details**

Father's Name	Sh. Dalbir Singh Saini
Marital Status	Married
Date of Birth	26/04/1988

I hereby declare that the above Information is true to my best knowledge.

**Place:****Date:****(Munesh Saini)**