

# Amit Shukla



## Contact

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## Languages

Hindi  
English  
Bengali

## Hobbies

Music  
Cricket  
Movies

## Others

Nationality: Indian  
Marital Status: Married  
Religion: Hindu  
DOB: 8th April 1980  
Ref1:MR RATAN SHUKLA DGM HR IN  
HEALTH WORLD HOSPITAL-81700-52692  
EX EMP APOLLO HOSPITAL,BILASPUR.

## Summary

Dedicated professional with 17 years Total Experience in Commercial Vehicle Finance and Hospital Sector.

## Skill Highlights

- Good communication skill & problem solving ability.
- Willing to learn new things.

## Experience

- Worked as an Accounts Officer from 22nd July2022 to 30<sup>TH</sup> June2023.
- Worked as a Sr.Finance Officer, Commercial Vehicle Finance under Dealer Driven Business in Shivam Motors Pvt Ltd (Tata Motors Commercial Vehicle Dealer) from 22nd April 2010 to 21st July2022.
- Worked as Executive in Finance Dept in Apollo BSR Super Specialty Hospitals Bhilai from 13th April 2009 to 3rd Jan 2010.
- Worked As Executive in Finance Dept in the Mission Hospitals Durgapur from 30th April 2008 to 10th April 2009.
- Worked as Collection Support Executive (Back Office) in Cholamandalam DBS Finance Ltd, Bilaspur from 30th Nov2006 to 24th April 2008.
- Worked as Asst in Finance Dept in Apollo Hospitals in Bilaspur from 23rd May 2005 to 29th Nov 2006.

## Education

- Passed Diploma in Business Management from Welkingkar Institute of Management Pune securing 61%.
- B.com Accounts Hons from Ranchi University securing 55%
- I.com from Bihar Intermediate Education Council Patna securing 55%
- Matric from West Bengal Board of Secondary Education Kolkata securing 55%.

## **Working Experience Summary**

### **1.(A)Shivam Motors:-(Finance Dept)**

- Preparation of daily MIS Report.
- Credit appraisal and recommending for sanction of loan proposals.
- Initiating profile verification and checking for Risk.
- Checking the file for complete documentation.
- Computing eligibility and preparing credit appraisal memo.
- Track mapping of bank statement and cardex/ loan statement.
- Processing of credit approvals and rate approval.
- Coordination for solving queries with our Branch Manager and Sales Executives.
- Follow-up for Disbursal & Booking.

### **(B)Shivam Motors:-(Accounts Dept)**

- Payment voucher entry in tally.
- Sale invoice voucher entry in tally.
- Delivery form checking for RTO payment.
- Handling petty cash and other office exp.
- Bank payment online.

### **2. Apollo BSR Hospitals:-**

- Preparing daily MIS report to top management.
- Follow-up for debtor's payment.
- Dispatch of bills to different corporate and maintain records of outstanding debtors of the corporate companies.
- Coordinating corporate employee health checkup.

### **3. The Mission Hospital:-**

- Preparing daily MIS report to top management.
- Follow-up for debtor's payment.
- Dispatch of bills to different corporate and maintain records of outstanding debtors of the corporate companies.
- Coordinating corporate employee health checkup.

### **4. Cholamandalam DBS Finance Ltd:-**

- Receipt entry online.
- Collection & maintenance of records of business branch wise, area wise.
- Handling cash, petty cash and other office expenses.
- Opening a new employee saving account.

- Allotment of new sim card to new employee.
- Update salary account to new employee.
- NOC processing and sending to customer home address.

**5. Apollo Hospitals Bilaspur:-**

- Preparing daily MIS report to top management.
- Follow-up for debtor's payment.
- Dispatch of bills to different corporate and maintain records of outstanding debtors of the corporate companies.

