

PRACHI AMIN

3,Vehlal Society,
Near Khodiyar mata temple,
Payalnagar Road,Naroda
Ahmedabad- 382330
Gujarat, India.
M: +91-8866525834
Email: pnamin12@gmail.com

Dear, Sir / Madam

I am submitting this application to demonstrate my experienced skills for how I may possibly fulfill your recruitment needs for any possible vacancy either now or in the future.

I would like to highlight my Personal Qualities as:

- Quick Learning Ability
- Self-Motivated and eager to learn new things.
- Ability to produce best result in pressure situation
- Positive Attitude
- Ability to work as individual as well as in group.

My prime objective is to achieve any given task with best of my abilities and to find a challenging position to meet my competencies, capabilities, skills, and experience.

I would appreciate the opportunity to meet with you to discuss my application in more detail at an interview. I can be contacted at all times on the details provided above.

My updated resume is enclosed for your use.

Thanking you in advance for your time,

Prachi Amin

PRACHI AMIN

M: +918866525834 | E-MAIL: pnamin12@gmail.com

WORK EXPERIENCE:

- PNB HOUSING FINANCE LTD
 - **Designation:** CPA (Home Loan)
 - **Tenure:** Dec'2018 to Till Date

- TATA AIG General Insurance Co. Ltd
 - **Designation:** Sales coordinator
 - **Tenure:** August'2017 to Dec'2018

KEY RESPONSIBILITIES:

- Handling Login files in TAT period.
- Handling sanction cases upload in system with Financial calculation.
- Handling and maintain daily flow of files with updated status record in MIS and system
- Recommendation and decision of SENP & Salaried files Amount >35 lacs.

PROJECT DETAILS

- Consumer Preference on E Retailing (2014-2015)
- Industrial Visit & Report on Parle (2014)
- Industrial Visit & Report on Have more (2013)

EDUCATIONAL CREDENTIALS:

Qualification	Specialization	Board / University	Year	Marks %
Post Graduate	MBA (Finance)	Sunrise University	2017	68.60%
Graduation	BBA	Gujarat University	2015	68%
HSC	HSC	GHSEB	2012	62.60%
SSC	SSC	GSEB	2010	72.77%

COMPUTER PROFICIENCY:

- MS Office
- Fully command on Searching, mailing and other activities on the Internet

Hobbies/Interest :

- Cooking
- Reading
- Drawing

PERSONAL DETAILS:

>> Address :No-3, Vehlal Society, Near Khodiyamata temple, Payalnagar road,
Naroda
>>Date of birth : 12th May, 1995
>>Gender : Female
>>Marital Status : Single

DECLARATION:

I hereby declare that the above information is true and correct to the best of my knowledge. I request to consider my application sympathetically. I assure you that if I will be selected I will try my best to perform my duties efficiently and sincerely.

Place: Ahmedabad

Date:

(Prachi Amin)
