

NARENDRA KUMAR MISHRA**Address-** Katni Madhya Pradesh**Mobile no:** 6260240632, 7828468262**Email id:** - mishranarendra20595@gmail.com**OBJECTIVE:-**

I would like to seek a job to achieve higher career growth through continuous learning process. Hard work and utilize my full potential forwards the consistent grow and development of the organization.

ACADEMIC PROFILE:

S.N	EXAM	BOARD/UNIVERSITY	YEAR OF PASSING	Division
1	M.Com (Accounting)	Awadhesh Pratap Singh university Rewa (M.P.)	2017	First
2	B.Com.(Hon)	Awadhesh Pratap Singh university Rewa (M.P.)	2015	First
3	H.S.C.	Madhyamik Shiksha Mandal, Bhopal.	2012	First
4	S.S.C.	Madhyamik Shiksha Mandal, Bhopal.	2010	First
5	PGDCA	MLCT	2018	First

COMPUTER KNOWLEDGE:

- {Microsoft Office Word, Excel, Power Point, Internet, Fundamental, etc.}
- Having English & Hindi Typing.
- BR.Net.
- True cell
- LMS.

Skills: -

- Analytical
- Communication
- Data mining and analytics

WORK EXPERIENCE:**(1) Company Profile – SVCL Micro finance Ltd.****♦ Department –Account:****♦ Designation: -Account Manager****♦ Duration: - 28th Mar.'2018 to 20th May.2020****Roles And Responsibilities.**

- ♣ Collect cash to staff
- ♣ Visit center meeting for 100% collection.
- ♣ Visit for LUC

(2.) Company Profile – Asirvad microfinance Ltd.**♦ Department–Internal Audit:****♦ Designation: -Audit Manager****♦ Duration: - 10th Aug'2020 to 31th Oct.2023**

Roles And Responsibilities.

- Conduct audits operations to assess controls, operational efficiencies and compliance with all policies, procedures, and regulation, inspecting accounts, practices and verifying financial records and branch audits.
- Maintain comprehensive System for recording all audit plans, work papers findings, reports and follow-up-audits,
- Ensure the timely and accurate completion of the audit plan.
- Investigation of Staff Fraud, Customer complain and preparing report according to verification.

(3.)Company Profile – Navadhan Capital private ltd.

♦ **Department–Internal Audit**

♦ **Designation: - Senior Audit Executive**

♦ **Duration: - 18th Nov.’2023 to 06thJun.2024**

Roles And Responsibilities.

- Conduct audits operations to assess controls, operational efficiencies and compliance with all policies, procedures, and regulation, inspecting accounts, practices and verifying financialrecords and branch audits.

(4.)Company Profile – Namra finance private ltd.

♦ **Department– Credit**

♦ **Designation: - Branch Credit Manager**

♦ **Duration: - 4th Nov.’2024 to 23th Aug.2025.**

♦ Roles And Responsibilities.

- Developed and Implemented strategies to reduce overdue accounts and improve customer payment habits.
- Evaluated complex customer profile using financial statements, credit reports, and industry data to make informed lending decisions.

PERSONALDETAILS:

- Father Name : Mr. Shri Upendra Nath Mishra
- Date of Birth : 20th May 1995.
- Address : Kakaraha, Post office Kakaraha, Dist. Rewa (M.P.)486226.
- Gender : Male
- Language Known : Hindi, English

Declaration: -

I hereby declare that all the above-mentioned information is true to the best of my knowledge and belief.

Date: -

Place: -

NARENDRA KUMAR MISHRA