

MUNNA KUMAR SINGH

(Author: Reprogramming of Mind,)

UAE-Mob no -971-569366857

Email: - munnakumarsingh2002@gmail.com

SUMMARY

MBA Graduate with Specialization (HR) & total 10 years' Experience in different-different Positions (Credit Analyst, Relationship Officer, Team Leader & Time Keeper). Having Competency to work in HR Department, Account-Finance Department & Banking Car Loan Finance- Sales, Credit & Operation Department. I am Good Team Players and Result Oriented.

SKILLS:-FINANCE (Banking (Credit, Sales & Operation) Knowledge, Accounting Tally ERP 9, Banking LOS (Loan Originator System), ERP (Enterprises Resources Planning), Writing Blogs. Writing Books.

Work Experience

Archive Clerk.

Al Sahel Contracting Company LLC. (March 2016 to Present)

Duties & Responsibilities: -

- ❖ Get the labours attendance from Crew Leaders, validating attendance in soft copies (as per Production) and cross checking the Attendance with Electronic Attendance.
- ❖ Preparing Labours Production (Segment) Wise Manpower Report.
- ❖ Preparing Labours cost (Direct and Indirect) Production Wise on the basis of labors man-days.
- ❖ Preparing Manpower Report for Project Manager, RCD (Head Office), and Consultant at site.
- ❖ Transportation Arrangement for labors from Site to Camp.
- ❖ Making labours Requisition through ERP.
- ❖ Time sheet Entry of All Operators at site in ERP.
- ❖ Preparing Payroll of Labours.
- ❖ Closing the labors Wages Complaints.
- ❖ Cross Checking the Invoice submitted by manpower Supplier.
- ❖ Food arrangement for Labors.
- ❖ Coordinating with the RCD for Training of labors,(Training for Riggers, Hoist operators, Flagman, Man lift operator, Cradle operator)
- ❖ Coordinating with Plant Division for Inspection of Machinery.
- ❖ Coordination with Plant Division for Breakdown of Plant & machinery.

Project Completed at Al Sahel contracting Co.llc

Project: - J-235 B+G+12 Residential building, Al Qusais Dubai. (March 2016 to December 2016)

Project: - J-238 PT-161 Construction of Al Jalila Foundation Head –Quarter at Health Care city Dubai. (Jan-2017 to April 2018)

Project: - J-244 PT- 163/3 Innovation Hub Phase- 1 Construction of Building 7A & 7B at Internet City Dubai. (May-2018 to Sept -2018)

Project: - J-249 F1010 Residential & Commercial Building (G+15 Floors) at NAD Al Hamar Dubai. (Sept -2018 to march-2019)

Project: - J-246B Prive by Damac, Business Bay Dubai (April 2019 to November 2019)

Project: - J-246 Merano Tower, Business Bay Dubai (November 2019 to Feb-2020)

Project: - J-248 6 No's Commercial & Residential Building (G+3P+16 floors) Al Barsha South Dubai.

Project: - J-258 Shopping Center & Residential Building (3B+G+M+4+2R) for Emirates Co-operative Society. Dubai.

Project: - J-266 Emirates Living-Golf Heights (1B+G5P+38F+ROOF) Dubai.(July-2023 to Present)

Team Leader. (Sales and Marketing-Car Finance)

Kotak Mahindra Bank (Delhi India) (July-2015 to Jan-2016)

(Payroll: Ivangel Sales and Services Pvt Ltd)

Roles and Responsibilities: same Profile as relationship officer in Axis Bank.

Senior Relationship Officer (Sales and Marketing-Finance)

Axis Bank (Delhi India) (June-2013 to July-2015)

(Payroll: Axis Securities Ltd)

Cold call from Data Given by Bank Branch, Create Lead from Cold calling, Visit the customer for Loan Paper (kyc, Banking and Income Docs) Taking Details of customer Residence and office to fill up the Loan Application Form. Initiate the Residence and office verification as per bank Policy, Submit the Loan application form with KYC, Bank Statement and Income Docs. Initiate the Residence and office verification as per bank Policy. Submit the Loan application form with kyc and Income Docs. Taking the Status of Loan sanction or Rejection and Inform to the Customer. After sanction of Loan getting signed the Loan Agreement kit, cheque, ECS Mandate and Aware the Customer about EMI and Emi Start Date. Fill the Loan Agreement kit, Cheques, ECS and Necessary Docs and Submit in Loan Centre. Resolve all pendency after docs Check. Ensuring Timely Dealer payment of Disbursed Amount. Handling Customer complaint

Credit Analyst

ICICI Bank (Delhi India) (April 2012 TO June 2013.)

(Payroll: I- Process India Pvt Ltd)

Checking the Customer Loan Files as per **Bank** loan policies, Do the QDE & DDE of loan Files. Validate Customer bank Statement to check Average quarterly bank balance and Average bank balance. Check EMI as per quarterly and average bank balance. Initiate customer field verification of residence, permanent address and business setup. Generate and Check the Customer Cibil (**Credit Information Bauero India Limited**) Report. Check Customer Financial details likes: **Profit and loss Account, Balance sheet.** Checking the Dedupe. Underwriting the loan Files and Forward to Credit manager for Approval.

Credit Analyst

Tata Motors Finance Ltd (Delhi India) (April 2011 TO April 2012)

(Payroll: E-nxt Financial Ltd)

Getting the loan Applications files from loan Sales Department and check Customer Loan Files as per loan policies, Do the QDE & DDE of loan Files. Validate Customer banking to check Average quarterly balance and Average bank balance. Check EMI as per quarterly and average bank balance. Initiate customer field verification of residence, permanent address and business setup. Check the Customer Cibil Scores. Check Customer Financial details and validates. Underwriting the Loan Application and Forward to Credit Manager.

Education:-

SI.	CERTIFICATIONS	BOARD/UNIVERSITY	YEAR OF PASSING	MARKS OBTAINED
1.	MBA(HR & SAFETY)	Adarsh Management Institute of India	2021	Grade B+
2.	Fire Fighting Training	Emirates Civil Defense Academy, Dubai.UAE	2018	Grade A
3.	CFE(Certified Finance Executive)	ICFE (Institute of Computer finance Executive)	2012	78%
4.	Bachelor Of Commerce	J.P University, Chapra, India.	2010	62%
5.	Intermediate	J.P University, Chapra, India	2006	68%
6.	Matriculation	Bihar Board	2004	52%

Additional Information

Father's Name: Jay Prakash Singh
D.O.B: 19th Feb 1989.
Language known: Hindi, English and Bhojpuri.
Nationality: Indian.
Marital Status: Married.

Munna Kumar Singh



Govt. Regd. No. Mah
Thane - E - 5653
Roll No:1000000805



ADARSH MANAGEMENT INSTITUTE OF INDIA

AUTHORIZED CENTER OF
MAHATMA GANDHI UNIVERSITY
(WHICH IS UGC, AICTE AND DEC RECOGNIZED)
AFFILIATED FROM PEBBLEHILLS UNIVERSITY (U.S.A.)
AN ISO 9001-2015 CERTIFIED INSTITUTE
ACCREDITATION BY
DIRECTORATE OF SKILL DEVELOPMENT, EMPLOYMENT AND
ENTREPRENEURSHIP, MAHARASHTRA STATE
NATIONAL HUMAN RESOURCE MANAGEMENT NETWORK



MASTERS IN BUSINESS ADMINISTRATION

MBA

Specialization In

HUMAN RESOURCE AND SAFETY MANAGEMENT

Awarded to

MUNNA KUMAR SINGH

For having successfully completed the prescribed
course of study in the above discipline and passed

With "B+" Grade

Date *Twenty first Day of the Month June*
In the Year 2021

Abulloni

Director

