

Umesh Kumar Prajapat

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H. No.11, Shree Cement Colony, Beawar, Ajmer (Raj.)

Professional Objective

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the organization.

Organizational Experience

Shree Cement Ltd.

Designation

Job Responsibility

**Commercial
Officer
(Sep-16 to
Present)**

MIS Reporting:

- Prepare Daily Production MIS (Cement, Clinker & Power)
- Prepare Weekly MIS's (Land related matters, Legatrix or compliance)
- Prepare Quarterly MIS's (Cement Peers results, Land matters, Project)
- Prepare monthly MIS's (Plant Revenue, Capacity utilization, Target & Highlights of GU's etc.)
- Review & summarized of monthly MIS's (P&A, HR, Costing, IT, Stores, Commercial, Accounts)
- Prepare various formats & ensure to implement at all business units.
- Prepare various Management reports as per the requirement.
- Prepare MOM of CMA (Cement Manufactures Association)

Business Analyst & Scrutiny:

- Review of PO's (Purchase orders) and management approvals.
- Summarized the CMA (Cement Manufactures Association) mails.
- Checking & review of SOP's and DOA as per checklist of KRA's.
- Analyze the data related to Comml., Costing, P&A & Misc. expenses.
- Research on best innovative practices in cement industries.
- Prepare & submit various data relating to all KRA's of SCL.

Commercials Papers:

- Analyze of CS (Comparative Statements) and Contract orders.
- Summarized various MIS's (AFR saving, Landed cost of Fuel)
- Summarized the various MIS's (Non-moving inventory, Major indents)
- Scrutiny of data related to commercial aspects.
- Handle and F/up's of confidential papers or matters (If any)

Department Liasioning / Coordination:

- Collection of data from diff. departments for cost driven purpose.
- Coordinate with Unit heads and inter-departments.
- Make presentations and notes to top management (as & when)

Auditing & Others:

- Review of various Audit reports (Monthly and Quarterly)
- Make suggestion & meeting for Audit committee of gap analysis.
- Assist to President (Commercial) sir and perform duties as assigned.

ICICI bank Ltd.

Designation

Job Responsibility

KYC Analyst & Underwriting:

**Credit
Underwriter
(CV Loan)
(Jul-15 to Sep-16)**

- Check Loan files as per bank KYC or Checklist.
- Check Loan eligibility of customer like CIBIL score, bank statement etc.
- Conduct TVR (Telephonic Verification Report) & FI (Physical Investigation).
- Process the loan files into system software i.e. FinnOne.
- Take approval of deviations (If any) in loan files from Credit Manager.
- Handle File movement registers & handover cheques to customers.
- Coordinate with credit, sales, ops & RCU (Risk Control Unit).
- Attend monthly meetings on business review with team managers.

Adani Wilmar Ltd.

- **Designation: Summer Intern (Jun to Jul 2013)**
- **Assignments:**
 - Survey of existing & potential market at Ahmedabad location.
 - Liasioning between company & dealers for lead generation.
 - Make order spreadsheets (Fortune brand) on daily basis.
 - Perform various selling activities like Brand promotion, Marketing, Product development etc.

Academic Details

Qualification	University / School	Year	Grade
PGDM (Finance)	Pacific College, Udaipur	2012 - 2014	1 st
B.Com (Commerce)	Mohan Lal Sukhadiya University, Udaipur	2009 - 2012	2 nd
12 th (CBSE)	Kendriya Vidyalaya No.1, Udaipur	2008 - 2009	1 st
10 th (CBSE)	Kendriya Vidyalaya No.1, Udaipur	2006 - 2007	2 nd

Skills

- **IT:** Oracle ERP, MS-office.
- **Personal:** Self-motivated, Good learner, Innovative, Leadership, Entrepreneurship.

Additional Information

- **D.O.B:** 7th January 1990
- **Marital Status:** Married
- **Permanent Add.:** H. No. 32-A, Nakoda Nagar, Dist.- Udaipur (Raj.), PIN-313024

References

Name	Organization	Contact	Relation	Designation
Mr. Himanshu Jain	Shree Cement Ltd.	9509967537	Colleague	Sr. Officer (Commercial)
Mr. Jitendra Singh	Axis Bank Ltd.	8875582828	Ex-Boss	Credit Manager (CV Loan)

Preferences

- **Department (Non-Tech.):** Commercial, Accounts, MIS, Purchase, P&A or any Administration dept.
- **Location:** Ready to relocate.
- **Notice Period:** 30 Days.