

CARICULAM VITAE

SNEHA SHIVI

CONTACT NO: + 91 7994816919

E MAIL: snehashivi80@gmail.com

EDUCATION

1. 2019-2022 | **Diploma** in Civil Engineering
2. 2017-2019 | **+2(Science)** - Kerala Higher Secondary Board of Examination
3. 2017 | **10th (SSLC)** -Kerala Secondary Board of Examination

EXPERIENCE

CENTER COLLECTION EXECUTIVE

KLM AXIVA FINVEST - From 2023

- Village identification within the radius
- Feasibility study of the village based on demographics, activities and financial need of the customers
- Assist the branch in charge in making the village approval
- Identifying the customers and forming of joint liability groups
- Verification of the residence and business of the customer
- KYC verification
- Pre-disbursement training
- Visiting potential customers in order to develop business
- Assisting the branch in charge for the disbursement activity completion
- Loan documentation
- Group wise collection as per scheduled time by following the process
- Deposit collection money and completing software entry
- Collection of over dues

ASSISTANT BRANCH HEAD - PROMOTED

KLM AXIVA FINVEST

MICROFINANCE DIVISION - PRESENT JOB

- Starting business in a new village,village appraisal and preparation of the approval
- Sourcing of business,sending disbursement plan to Cluster Head
- Monitoring of associate's activities and productivity
- Preparation of disbursement documents,withdrawal of money from bank disbursal to customers
- Preparation of collection documentation-collection sheet and stickers
- Authorization of MIS entries
- Customer visits during collection cycle
- Meeting first time defaulters immediately
- Collection of Overdues
- Meeting with all OD customers on a frequent basis
- Coordinating with Legal and Cluster Head for action follow-up

- 
1. Address : Olikkara(H),
Paingarapilly P.O, Mulamthuruthy, Ernakulam, Kerala ,India
Pin: 682314
 2. Fathers Name : Shivi George
 3. Mothers Name : Moly Shivi
 4. Date of Birth : 23\06\2001
 5. Nationality : Indian
 6. Gender : Female
 7. Marital Status : Single
 8. Religion : Christian
 9. Languages known: English, Malayalam

KEY SKILLS AND STRENGTH

1. Hardworking
2. Easily adaptable to new technologies
3. Goal Oriented and Self-Motivated
4. Excellent Interpersonal Skills
5. Technical skills
6. Practical, common sense approach
7. Cheerful, Friendly person

COMPUTER SKILLS

1. Autocad, Data Entry
2. Microsoft Office- Word, Excel, PowerPoint

DECLARATION

I hereby declare that the above information provided by me is true to the best of my knowledge and belief. I assure you, my hard work, dedication, sincerity and commitment to deliver the valuable and successful services to your organization.

SNEHA SHIVI