

CURRICULUM VITAE

Manish Kr Choudhary

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Permanent Address:

S/O R. N. Choudhary
House no-B/94 2nd floor ,
Harina Colony BCCL flats .
District - Dhanbad
State-Jharkhand
Pin-828306
Mob.-07549054151

Personal Data:-

DOB: 20th may 1989
Sex: Male
Nationality: Indian
Marital Status: Married

Hobbies: -

- Listening Music.
- Meeting new people
- Playing cricket

Objective

To obtain a position in the actuarial field where analytical and quantitative skills will be utilized. Seek a position as banking and finances representative with a consumer products organization which will lead to banking and finances management.

Skill Summary

Strong understanding branch banking operations & Retail Finance. An effective communicator and team leader with proven team building and Management abilities.
Strong at problem resolving and situation handling capabilities. Have expertise in development and implementation of business strategies Systems .
Development product positioning and Channel Management

Academic Qualification

10th (Year: 2004) From CBSE board.
12th (Year: 2006) From Jharkhand board.
B.Sc. (IT) (Year: 2009) From kuvempu University Karnataka.

Professional Qualification

Diploma in Computer through NIIT South Ext New Delhi.

Professional Experience

1. Worked with Rainbow Holiday Pvt. Ltd. From May 2009 to Dec. 2011 as a holiday Consultant.

Responsibility: -

- Maintaining Customer relationship with holiday products.
- Selling holiday products (membership)
- Maintaining DSR .
- Directly involved in Marketing for business promotion .

2. Worked with Muthoot Fincorp Ltd as a Customer service Executive from 6th of Jan 2012 to 1st Dec 2014 .

Responsibility: -

- Handling emails, Co-ordination with regional & corporate offices and all other day-to-day administrative activities.
- Explaining customers about all products.
- Deal with the cash and maintaining the denomination.
- Documentation and MIS report maintenance.
- Coordination with Banks.
- Preparation of BRS .
- All the Account related work.
- Get investing in Sub debt as per company prospects. And other operations dealing like Weston union money transfer, Apollo Muncie (health insurance), forex exchange.
- Get investing gold loan, Secure debenture etc.
- Apprising gold, checking purity of gold, and mentioning the atmosphere of the office.

Competencies

- Good verbal & written communication and presentation skills.
- Independent, Organized and self-motivated at work.
- Committed to deadlines and schedules.
- Honest, sincere and hard working person with a high level of Integrity.

Achievement

- Three times Qualified internal contest between company staff. (PAN INDIA)
- PAN INDIA (north) topper CSE in APOLLO Health Insurance business .

Declaration

I hereby declare that the above particulars are true, correct and complete to the best of my knowledge.

Sincerely,

Place: Delhi (India)

(Manish Kumar Choudhary)

