

CURRICULAM VITAE

SANJEEV KUMAR

Address

House No – 488, Sunny Enclave,
Sector 124, Kharar
Chandigarh, Pin Code - 140301.
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E-Mail Id – sanjeev.karotia89@gmail.com

OBJECTIVE:

- To work with my full dedication for the improvement and profitability of Institution & up to date myself with the latest ideas. I have 10 + Years of experience working in collection department.

EDUCATION QUALIFICATIONS:

<u>Qualification</u>	<u>University/ Board</u>
10 th	PSEB BOARD
12 th	CBSE BOARD
B.A (ARTS)	Panjab University

Skills:

- | | | |
|-------------------------------|----------------------|------------------|
| ➤ Team Management Collections | Debt Recovery | Credit Card |
| ➤ Client Management | Portfolio Management | Payment Recovery |
| ➤ Loan Collections | Customer Negotiation | Customer Service |

EXPERIENCE:

- 5 Years Experience in Credit Card Collection Department in HDFC Bank, Mohali, SAS Nagar, Phase – 11, Punjab.(15-March-2013- 30 Nov 2018)
- Bajaj Finance – Collection Manager (03 - Dec – 2018- Present)

CAREER HISTORY:

- ORGANIZATION NAME – HDFC BANK
- DEPARTMENT – Retail Portfolio Management
- DIVISION – Credit Card

RESPONSIBILITIES:

- To Take Care of Risk 30, 60, 90, 120, 150, 180
- To maintain the healthy relationship with the collection vendors
- To provide time to time process training to the collection executive
- Focusing on the profile base approach
- Responsible for Resolution of Credit Card delinquent Accounts
- Responsible for NPA Resolving
- Regular Monitoring & Ensuring compliance of Terms & Condition of Bank Process

PERSONAL TRAITS:

My Strength: -

- Hardworking, Dedicated to work and Honest.
- Ability to perform under pressure conditions.

HOBBIES:

- Listening to music
- Playing Cricket.
- Travelling.

PERSONAL DETAILS:

Father's Name	:	Mr. Mukesh Kumar
Date of Birth	:	08 th March 1989
Nationality	:	Indian
Gender	:	Male
Marital status	:	Married
Languages Known	:	English, Hindi & Punjabi

DECLARATION:

I hereby declare that, the information furnished above is true to the best of my knowledge & belief.

I assure you if I get a chance to serve in your organization; I will try my best to satisfy you.

Date: _____

Place: _____

(SANJEEV KUMAR)