



**MALKEET SINGH**  
(Collection Manager)

## CAREER OBJECTIVE

To utilize further my potentials & maximize my abilities in every endeavor and to contribute not only for the betterment of the organization, but also belong to be an important and useful asset and tool in the quest for development and personal growth.

Designing and implementing a strategic sales plan that expands company's customer base and ensure its strong presence

## CONTACT

PHONE:  
+91-8386043243

EMAIL:  
MALKEETSINGH831@GMAIL.COM

## HOBBIES

Surfing Internet  
Listening Music  
Running  
Playing Cricket

## SKILLS

Working Knowledge Of Computer\*  
MS-Office\*  
MS Word\*  
MS Excel\*  
Power Point\*  
Internet

## EDUCATION:

- 10th Passed Form Board of Rajasthan Board year 2009.
- 12th Passed Form Board of Rajasthan Board year 2011.
- BA Passed Form Rajasthan University year 2014.
- MA Passed Form Rajasthan University year 2016.

## WORK EXPERIENCE:

- Bajaj Finserv LTD.-Manager-Debt Management Services (Collection Department 08/2020-Current
- Bajaj Finserv LTD. - Executive Officer (Collection Department) 06/2019-08/2020

## ROLES AND RESPONSIBILITIES:

- Business loan Secured Unsecured loan Collection, Team handling.
- Comfortable working with targets with team members.
- Take actions to encourage timely debt payments.
- Find and contact clients to ask about their overdue payments.

## ACHIEVEMENT:

- Kudos Award Exceptional Performance 03/23/22.
- Hero Award Exceptional Performance 10/17/23.

## PERSONAL DETAILS:

- Father's Name: Gurdeep Singh
- Date of Birth: 07/08/94
- Gender: Male
- Nationality: Indian
- Marital Status: Unmarried

## LANGUAGE KNOWN:

- Hindi
- English
- Punjabi