

## **RESUME**

**AJIT SHUKLA**

### **Residential Address**

House no-48, Gali no-16, Jai  
Prakash Nagar Ghonda New  
Delhi-110053.

**Contact No** – 9990339948

**Eamil:**shuklaajit325@gmail.  
com

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### **OBJECTIVE:**

Seeking quality environment where my knowledge can be shared and enriched, I am looking for an opportunity to improve and enhance existing computer skills, technical and professional abilities.

Detailed Manager effective at creating positive environments where employees can thrive and succeed. Reliable and aware of direct competitors and strategies. Looking for new management role where hard work and dedication will be highly valued. Dedicated Manager with over 7 years of experience in supervision, operations management, administration, training, project management and cross-functional communication. Team player with expertise managing staff for efficient production. Detail-oriented scheduler seeking to leverage background into managerial role with progressive organization.

### **QUALIFICATIONS:**

- Graduation (B.A.) From Kanpur University
- 12<sup>th</sup> Passed From UP Board
- 10<sup>th</sup> Passed From UP Board

### **TECHNICAL QUALIFICATION**

- Advance Computer knowledge (i.e. MS Word, MS Excel, G-suits)

### **WORK EXPERIENCE:**

#### **1. Collection Executive at IndusInd Bank From January 2015 to December 2015.**

- Processed payments over phone and set up recurring drafts.
- Met demands of busy collections group by performing high volume of daily calls.
- Confirmed payment arrangements and finalised customer payment dates and contact information.

#### **2. Office Clerk at Naveen Singh & Associates From January 2016 to December 2018.**

- Section 9 and Execution case Drafting.
- Case Filing in all district court.

- Update court hearing and appear in court as a AR.
- Follow up with all the banks and NBFC'S for the case status and billing process.

### **3. Collection Executive at Contypark Finance Ltd from January 2018 to March 2020.**

- Processed payments over phone and set up recurring drafts.
- Met demands of busy collections group by performing high volume of daily calls.
- Confirmed payment arrangements and finalised customer payment dates and contact information

### **4. Senior Collection Executive at Revfin From April 2020 to April 2021.**

- Proofread business agreements to identify loopholes and safeguard organization.
- Managed and examined performance of executives to provide guidance for areas requiring improvement.
- Implemented training and development programmes for new employees to successfully exceed retention targets.

### **5. Currently Working at Intec Capital Ltd. as Assistant Manager Collection since April 2021.**

- Co-ordination with Collection Executives for smoothly execution of warrants of Attachments service of Summons/ Notices.
- Liasioning with Bailiff and process server for service of summons/ Notices
- Legal & Collection MIS and weekly review with team
- Co-ordination with Advocates to ensure compliances in courts.

#### **PERSONAL DETAILS:**

<b>Father's Name</b>	:	Sh.Nirbhay Nath Shukla
<b>Date of Birth</b>	:	22 June 1995
<b>Marital Status</b>	:	Married
<b>Sex</b>	:	Male
<b>Nationality</b>	:	Indian
<b>Religious</b>	:	Hindu
<b>Language Known</b>	:	Hindi & English

Date : 17.01.2024

Pslace : ..New Delhi

Signature  
(Ajit Shukla)