

ROHIT THAKUR

04TH MARCH 1996

A-7/2, HARI NAGAR PART-2,
BADARPUR, NEW DELHI-110044

MOB : 8527374402

EMAIL ID : thakurrohit3744@gmail.com

OBJECTIVE :

To work in a professional environment with a growing dynamic Organization that would give me enough opportunity to learn something in the competitive world and can do something better for myself and for the organization.

SKILL SET :

- ☐ Knowledge in accountancy.
- ☐ Good communication skills.
- ☐ Excellent presentation skills.

Computer skill :

- ☐ Good knowledge of MS EXCEL, MS WORD.

EDUCATIONAL QUALIFICATION :

- ☐ 10TH PASSED FROM CBSE BOARD
- ☐ 12TH PASSED FROM CBSE BOARD
- ☐ B.com Graduate from DU

HOBBIES:

- ☐ Playing cricket
- ☐ Internet surfing

Experience

2 Year experience in Asl Infosystem Pvt Ltd.(Backend Profile)

Roles and Responsibility

- Resolving queries of customer over the call and email
- Input accurate customer information into the database.
- Handling escalated cases of customers.
- Prepare clients reports.
- Keeping records of customer interaction, process customer account, and file.

2. 2 Year experience in Wipro LTD (BOA)

- Issue daily Checks as well as reprint tax forms on a daily basis.
- Conduct weekly trial balance, fundings, and reconciliation.
- Coordinating with bank representatives and resolving participant queries and concerns.
- Solve daily bank related concerns like check, tax form, etc.
- Accurately mention the details of participants in the database.
- Providing off-cycles to participants on a weekly or daily basis.
- Doing payment setup weekly & monthly.

Personal profile :

Father Name : Shatrughan Thakur

Mother name: Nirmala devi

Languages : English, Hindi

DECLARATION :

I confirm that the information given above is true and correct to the best of my knowledge and belief.

DATE : - __/__/__

PLACE : NEW DELHI

(ROHIT THAKUR)