

KULDEEP KATARIA

Back office executive

Shakurpur, Delhi 110034

kuldeepkataria5_y5c@indeedemail.com

+91 78384 71990

Data entry & verification experience of various computer software with speed, accuracy and within time limit.

Willing to relocate: Anywhere

Personal Details

Date of Birth: 1979-03-01

Eligible to work in: India

Highest Career Level: 5+ years experience

Industry: Administrative Assistance, Banking & Finance, Education & Instruction, Logistic Support, Management, Other

Total years of experience: 10

Work Experience

Back Office Executive

Omori India Pvt. Ltd - Mahipalpur, Delhi

September 2017 to Present

Data input of Logistics Arrival Notice HBL, PROLINE, CONSOLI, FCL ETC

Reviewer

Teamspace financial Service Pvt Ltd, Lajpat Nagar - Delhi, Delhi

August 2013 to July 2017

AUTO LOAN on behalf of ICICI Bank such as Car Loan Data input , Loan Disbursement, CAM, Scanning etc. on Contract Basis.

Education

B.A. PASS in HUMANITIES

School of Correspondence courses and Continuing Education Delhi - Delhi, Delhi

2002

Master's degree

Skills / IT Skills

- Knowledge of ICICI BANK Auto Loan software & OASIS Forticent software (10+ years)

- MS OFFICE, ENGLISH TYPING 40WPM (5 years)
- MS OFFICE WORD, EXCEL, POWERPOINT (5 years)
- English, Good working knowledge. (5 years)
- Hindi, Good working knowledge. (5 years)
- Data entry (10+ years)
- Microsoft Word (5 years)
- Microsoft Excel (5 years)
- Customer service (5 years)
- Typing
- Computer skills
- English
- Hindi
- Communication skills
- Hindi
- Hindi
- Time management
- Administrative experience
- Clerical experience
- Recruiting
- Microsoft Access
- Integrated library system
- SAP
- Events management
- Fraud
- Back-end development
- Flask
- Python
- APIs

Languages

- ENGLISH , HINDI - Expert

Additional Information

COMPUTER Skill

- Mastery of Microsoft Office Suite, Ms-Outlook
- Organized, efficient, and friendly with the public dealing.