

ROHIT



Village-Piyala, PO-Asaoti
Tehsil-Ballabgarh
District-Faridabad Hariyana-121102
Mob-7838873723,9560232448
E-Mail Id-025rohitsingh@gmail.com

OBJECTIVE

To be associated with reputed organization which will help me to enhance my potential to the maximum and contribute to the success.

EDUCATIONAL QUALIFICATION

Sr.No.	Degree	Year	Board/University	%
1	10 th	2009	H.B.S.E. BHIVANI	71.4
2	12 th	2011	H.B.S.E. BHIVANI	83.2
3	BBA	2014	MAHRISHI DAYANAND UNIVERCITY ROHTAK	62
4	MBA	2017	MAHRISHI DAYANAND UNIVERCITY ROHTAK	69.38

WORK EXPERIENC

- **1 Year and 5 month experience in PREP MY SKILLS as a Sales Coordinator. (5 January 2018 to 31 may 2019)**

Role and responsibilities:

Visit to Government School for the development of the software named “ Skills 4 Life” Coordinate with Customers/Clients
MAILS handling, Document Verification, Portal Handling and CRM portal

- **2 Year and 7 month experience in “HDFC Bank Limited” backed process as Operations Executive.(10 June 2019 to 31 January 2021)**

Role and responsibilities:

Business loan, Home Loan, document verification, files underwriting, QD and DD through hdfc bank portal, coordinate with sales and credit team, MIS maintaining, MAILS handling, and HDFC Portal Handling

- 1) Effective lobby management i.e Responsible to attending walk in clients at branches.
- 2) Responsible for accepting and appraising gold jewellery's as per company norms.
- 3) Ensuring proper verification and valuation of collateral securities and documents.
- 4) Responsible for processing/documentations of loans and other financial services.
- 5) Responsible for cross selling of all products and achieving of individual and branch targets.
- 6) Responsible for conducting field visits and meeting corporate customers for business developments.
- 7) Responsible for winning back old customers and ensuring that customers portfolio of the branch is maintained and enhanced.
- 8) Coordination with various banks and preparations of BRS.
- 9) Cash handling
- 10) Working on CRM and CBS portal.

o Currently working with " Indifi Technologies Private LTD " as an Operations Executive from 22/02/2022 to till now .

Role and responsibilities:

1. Completing disbursal requirements post offer is accepted by the customer
2. Manage work within a TAT
3. Zero or minimal quality error
4. Customer and internal stakeholder interaction
5. Documentation and verification of valid required documents
6. Enach and esign and manual process responsibility
7. Manage many lenders and anchors for disbursement
8. Working on indifi and CRM portal

COMPUTER SKILLS

- o Basic knowledge of computer – MS EXEL, MS WORD, MS POWER POINT.
- o TALLY ERP9
- o INTERNET SEARCHING

EXTRA CURRICULAR OR CO-CURRICULAR ACHIVEMENTS

- o 6 month training in B.P.C.L as a HR Marketer in Labour Absenteeism.
- o 6 month training in Goodyear LTD. as a HR Effectiveness of Performance Appraisal.

PERSONAL DETAIL

- Father Name : Mr. Vinod Kumar .
- Date of Birth : 02 April 1994
- Marital status : married.
- Linguistic skills : English, Hindi and Sanskrit
- Salary : 30000 per month take Home
- Nationality : Indian.
- Sex : Male .

KEY STRENGTHS

- I am very hardworking person.
- I am punctual.
- Ready to learn new things.

WEEKNESS

- I can't say no. If anyone ask me for help.
I can't say no.

DECLARATION

I here by declare that all the particulars given above are true to best of my knowledge.

Place :- Faridabad

(ROHIT)

