

Sampatinath Tiwari

Pitam Pura New Delhi-110034

Mobile: - 08802846781/9999075628

Objective: -

I classify myself as a motivated, confident, hardworking I am able to work in team and perform for the growth of the organization as well as myself.

WORKING EXPERIENCE: -

Presently Working: -

A. High End Infratech Pvt. Ltd.-Raj Nagar Extension Ghaziabad (U.P.), as a Manager (CRM)

(Banking & Customer Relation (Recovery) Aug'16 to till date.

Job Responsibilities: -

- Interaction with clients for payment and legal paperwork for loan.
- Feeding all application form of booking in software & excel.
- Working on **4 QT Software (ERP)**.
- All Cheque Entry & Reconcile in software. Look after **GST & TDS** in **4Qt software**.
- All Inventory **Vacant, Hold, sold** Manage for project.
- Making all **Receipt, Demand, Allotment Letter, Agreement, PTM, TPT & All Legal Paper for loan & Preparing MIS also**.
- Regularly updates the facts and false to the customer and assisting him for an easy ways of loan disbursals.
- Coordination with the Loan department and the Branch Manager for achieving the target of disbursals for the month.
- Making of project papers for the loan approval of the whole project.
- Preparing the **MIS**. reports i.e., outstanding, sale summary, daily, monthly collection for seniors.

Previously Worked

B. Work with "Vodafone" Kirti Nagar, New Delhi as a Customer Care Executive

(Collection department) since July'2015 to July'2016.

My Job Profiles with my employer due is marked below

- Tele verification on Company.
- Database. Convince to customer for New Plan.
- Preparing the reports i.e., outstanding, sale summary, daily, monthly collection MIS.
- Coordinating with Department Head.

C. Worked with **M/s. Alankit Assignments Ltd.** (Head Office in Delhi) "PAN" Processing Dept. (Managed by National Securities and Depository Ltd.) from July' 2014 to June 2015. More than **1 years of total experience of work with established Corporate.**

My Job Profiles with my employer due is marked below

- Prime job is to receive PAN Data coming from various branches of all over India through emails.
- Matching the application number of digitize data to the Physical application form and making their batch (lot/bunch) files.
- Generation and Validation of PAN Applications.

Job Objective:

Seeking a challenging & growth-oriented career with a progressive organization that could utilize my skills to greater extent.

Key Skills: -

Believe in getting work done in right time.

Educational Qualifications: -

- Graduate (B. Com) from Delhi
- University. 10+2 from CBSE Delhi in 2010.
- 10th from CBSE Delhi in 2008.

Computer Skills: -

- Basic from Lal Bahadur Shastri Computer Institute, Pitam Pura, New
- Delhi Typing speed (English) 48 W.P.M.

Software and Languages: -Ms.-Office (Word, Excel, Power point, Paint) **& having Good of Internet.**

PERSONAL DETAILS: -

Date of Birth	: 10-09-1991
Father's Name	: Lt. Sh. Kanhaiya Tiwari
Marital Status	: Single
Native Place	: U.P.
Language Known	: English & Hindi
Nationality Hobbies	: Indian
	: Listening to music & Playing Cricket

DECLARATION: -

I hereby, declare that all information in my resume is true & correct to best of my knowledge.

Date:

Place:

Sampatinath Tiwari