

# NEERAJ MISHRA

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## About me

I am able to handle multiple task on a daily basis, I use a creative approach to problem solve, and always optimistic type person, I am always energetic and eager to learn new skills, and always highly enthused about my work and task ahead, I have experience working as a Team and individually, I am flexible in my working hours, being able to work evening and weekends, I am hardworking and always the last to leave the office in the evening.

## Experience

**Branch Operations Executive      04/04/2019 Currently working**  
**Chhatarpur , MP**

- Currently working in **HDB financial service** as Branch operation executive for Disbursement of PL(SEPL,SALPL), Consumer durable ,Commercial vehicle (march 2019)
- Equipped with experience in operations and sales management. Employs excellent leadership skills and multi-tasking strengths. Demonstrated ability to improve operations and sales management , increase top line sales.
- Motivate and coach employees to meet service, sales, and repair goals.
- Create and modify employee schedules with service levels in mind.
- Recruit and hire top mechanics, service advisors, and sales people.
- Maintain detailed login and disbursement reports of services performed.
- Help out in sales areas as needed and maintain comprehensive current knowledge of operations.

27/11/2017 to 30/03/2019

**Customer service Executive**  
**Karond Bhopal , MP**

- Was designated as Business Processing Executive at **Shriram Transport Finance Company Limited** for Disbursement of Commercial Vehicle finance like LCV,MHCV,HGV,TYRE LOAN ,FARM EQUIPMENT (TRACTOR) Business loan (SL) Business Processing Executive for FD,LI,GI (Nov 2017 – march 2019)
- Answered customer questions and resolved service issues in a timely manner.

**Lecturer      16/08/2014 to 25/08/2016**  
**Airport Road Bhopal ,mp**

- Lecturer in MPM college in EC department (Aug 2014- Aug 2016).

## Highlights

- Results-oriented
- Leadership quality
- Business development
- Effective marketing
- Organizational capacity
- Operability and commitment
- Ability to motivate staff and maintain good relations
- Resistance to stress
- Good manners

## Education

- BE ,2014(ECE) - 73.5%
- 12<sup>TH</sup> 2010 - 71.8%
- 10<sup>TH</sup> 2008 - 70.8%

## Hobbies

- Always try to learn various profile in NBFC and Banks
- To always learn to know about history
- Cricket

# Personal Details

|               |   |                |        |
|---------------|---|----------------|--------|
| Father's Name | Mr. Rammilan Mishra   | Marital Status | Single |
| Birthday:     | May 10, 1993  | Nationality    | Indian |
| Gender:       | Male  |                |        |
| Address       | Vishwanath Colony ward no. 2 Behind Hotel Regency Chhtarpur mp 471001 |                |        |

# Declaration

I, Neeraj Mishra, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

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|------------------------|----------------|---------------|
| _____<br>Neeraj Mishra | _____<br>Place | _____<br>Date |
|------------------------|----------------|---------------|