

CHIRAG KUMAR

**A-3, 4th Floor Anand
Vihar, Uttam Nagar
New Delhi-110059.**

**Contact Number: 9310307465
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HIGHLIGHTS

A dynamic, motivated and hardworking Backend Professional with overall 1 Year Experience. Having a good knowledge of Coordination in the process upto the end customer. Knowledge of doing other official works.

WORK EXPERIENCE

Relationship Executive

Teamlease Services Limited C/O- STATE BANK OF INDIA (sept, 2020)

(Joined as relationship executive)

- Working in backend process for SBI CREDIT CARDS.
- Proper checking of files with documents of customers.
- Coordinating with field & store executives associated with company.
- Coordinate with end customer to verify their eligibility, done their Electronic signature.

EDUCATIONAL QUALIFICATIONS

- Started 'O LEVEL' IT Course from the NEILIT institute in 2022.
- Started Graduation as Bachelor of ARTS from University of Delhi in 2020.
- Completed Senior Secondary School (12th) in 2020 under CBSE Board, Delhi.
- Completed Secondary School (10th) in 2018 under CBSE Board, Delhi.

SKILLS AND QUALITIES

- Basic knowledge of computer- MS Word, Excel, Power Point and Outlook. Good typing speed on computer.
- Basic Knowledge of coding languages such as HTML, CSS, CSS Framework and JAVASCRIPT.
- Intelligent, hardworking and helpful by nature.
- Strong conversation skills and determinations.

PERSONAL PROFILE

Father's Name: Mr. Hariom

Gender: Male

Marital Status: Unmarried

Nationality: Indian

Date of Birth: 24/09/2002

Languages Known: Hindi, English

Hobbies: Listening music, visiting new and old places.

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