

# Curriculum Vitae

**RANJAN KUMAR**

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## CAREER OBJECTIVE:

*To join an establishment progressive & professionally managed organization which will provide adequate opportunity & environment to draw upon my knowledge, experience and clear strength to benefits of organization & myself.*

## ACADEMIC QUALIFICATION:

- *B.A Passed from DU University.*
- *12th Passed CBSE Board*
- *10th Passed CBSE Board*

## TECHNICALS KNOWLEDGE

- *Advanced Excel knowledge*
- *Knowledge about some basic formulas used in Daily routine*
- *Tally*
- *Busy*
- *Outlook*

## WORK EXPERIENCE:

### Company Profile:

**Matrix Processing House**

**Total 3 year experience** (1 Year work experience of Account working on orina International Company (**Assistant Team Leader**) & 2 year experience as a **H-tek sndiyate bank company in retention department as a back-end executive in verification department (2018 to till).**

**The company is a leading service provider in Retention in Delhi & NCR,  
With strength over 85 workstations**

### **Job Profile:**

- *Invoice bill and gst rutan report*
- *Annexure Hdfc bank kotak mahindar bank sbi bank.*
- *Maintain the daily/ Weekly/ Monthly Productivity & quality report*
- *Motivate the employees to establish the targets and achieve client satisfactions*
- *Allocation of the database.*
- *Data Deduping, Remove the duplicate records and keep the clean and unique database.*
- *Prepare Database Analysis report. (how much database are effective of productive & how much database are non productive.*
- *Keep the database in proper condition, give the correct structure*
- *Make Daily Basis Feedback ( & send it to mail. , Target*

### **Key Skills:**

*Positive attitude.*

*Very strong on values, integrity and principles.*

*Well developed skills in communications. Strong management skills.*

*Intercultural sensitivity: Ability to work well with colleagues and subordinates from diverse backgrounds.*

### **LINGUISTIC ABILITY:**

- *Hindi And English*

### **ANTECEDENTS:**

<b>PERSONAL PROFILE</b>	<b>DETAILS</b>
<i>Father's Name</i>	<i>Suraj mal Prasad</i>
<i>Date of Birth</i>	<i>06, July, 1997</i>
<i>Local Address</i>	<i>E 1/7 Laxmi Vihar Prem Nagar 3 Kirari Suleman Nagar, Delhi-110086</i>
<i>Marital Status</i>	<i>Unmarried</i>
<i>Nationality</i>	<i>Indian</i>
<i>Hobbies</i>	<i>Cricket and Listening music.</i>

*I hereby declared that all the information furnished above is true to the best of my knowledge.*

*Place: Delhi*

*Date:*

**RANJAN KUMAR**  
**(SIGNATURE)**