

# Curriculum Vitae

**SATISH KUMAR**

**Address:**

RZ 365, Gali No - 02  
NAJAFGARH, New Delhi - 43

**E-mail ID.** Satish\_2k06@rediffmail.com

**Mobile No.** 919899656782

**Objective:**

To achieve excellence in working as dynamic professional, offering solution to business using my analytical ability and analyzing quest and used maximum effort for growth of the organization and to grow with the organization.

**Skills Set:**

- Strong Customer Focus
- Analyzing and problem-solving skills
- Demonstrable leadership and management qualities
- Excellent communication and interpersonal skills
- Commercial awareness
- Flexibility
- Ability to work under pressure and to tight deadlines
- Attention to detail
- Good standard of Reports and Numeracy
- Effective influencing and negotiation skills
- Strong time-management skills

**Education Qualification:**

- 10th Pass from C.B.S.E
- 12th Pass from B.I.S.E
- Graduation Done from B.I.S.E

**Working Experience:**

\* **DRA CERTIFIED**

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➤ **ADFC Pvt Ltd-Junior Officer**  
**( AUG 2013 to June 2016)**

- **Essential duties and responsibilities**
- Responsible for collection of credit cards dues from the existing customer of the "HDFC BANK"
- Responsible for updating the tracker and maintenance of database on regular basis.
- Responsible and good conversation and listen to carefully to The customer
- Processing of credit cards application made by customers and verification of their details and eligibility criteria into vision plus and finnone (software)
- Processing of customer's request for up gradation of their credit cards including

- verification of their eligibility criteria into the system.
- Handle the two agency BKT – 5 ( Risk 150 days – GCL Accounts ) and achieve the targets in the every month
- Responsible for the DRR on the daily bases and quality bases
- Handle the 1.75 crore and 200 above cases and resolution 30% and normalized 5%

➤ **TanServ Business Process Pvt. Ltd. - Assistant Manager**  
(June 2016- March 2018 )

- **Essential duties and responsibilities**
- ♦ Payment collection and Adjustments.
- ♦ Collect on accounts by sending invoice reminders and communicate with the customers over phone and emails.
- ♦ Reconciling the Accounts Receivable ledger to ensure that all payments are accounted for and properly posted.
- ♦ Posts revenues by verifying and entering transactions.
- ♦ Handling the team of telecallers.
- ♦ Resolves valid or authorized deductions by entering adjusting entries.
- ♦ Protects organization's value by keeping information confidential.
- ♦ Accomplishes accounting and organization mission by completing related results as needed.
- ♦ Updates receivables by totalling unpaid invoices.
- ♦ Posts customer payments by recording cash, checks, and credit card transactions.

➤ **Tata Business solution Ltd-Team Leader**  
( March 2018 to Till Date)

- **Essential duties and responsibilities**
- **Team Handling 10 people in Filed and Tell calling.**
- Responsible for collection of credit cards dues from the existing customer of the “American Express BANK”
- Responsible for updating the tracker and maintenance of database on regular basis.
- Responsible and good conversation and listen to carefully to The customer
- Processing of credit cards application made by customers and verification of their details and eligibility criteria into vision plus and Finn one (software)
- Processing of customer's request for up gradation of their credit cards including verification of their eligibility criteria into the system.

### **Computers Skills:**

- Diploma in MS OFFICE & DTP.

### **Linguistic Proficiency:**

- English & Hindi.

### **Personal Profile:**

**Father's Name** : Sh. Asharphy Ray

**Date of Birth** : 17<sup>th</sup> Jan 1982.

**Nationality** : Indian

**Marital Status** :Married

**Hobbies** : Current Affairs & Listening Music's in Free Time.

### **Declaration:**

I hereby declare that above information is correct to the best of my knowledge and belief.

**Date:**

**Place:**

**SATISH KUMAR**