

NITIN

House no:-B-425

Bhajanpura

New Delhi-110053

Mob No-9718724080\9716208453

E-Mail Id:-Singhsaajan25@gmail.com

CAREER OBJECTIVE

To associate myself with a professionally driven esteemed organization which offers continuous challenges and excellent growth prospects, where I can contribute significantly to the organization through my conceptual and technical skill.

SUMMARY

- Having good skill and ability in Team management in the Banking Sector ,
- Skilled in Preparing technical and financial proposal based assignment ,project
- Well organized track record Self-motivation ,creativity and initiative to achieve corporate goals
- Possess strong IT(information Technology) as Well as Banking Sector Skill,

WORK EXPERIENCE

Worked with **Pace Setters business Solutions Pvt Ltd.(PNB METLIFE Pvt Ltd)..** Kriti Nagar New Delhi as a Data Entry Operator, June 2015 to July 2016

Presently working **M3M India Pvt. Ltd.** Golf Course Road, Gurgaon- 122021 as Data Entry Operator, July 2016 to till date.

Highlights:

- Taking care of Electronic channels and vendors
- Error free transactions
- Turnaround time on processing/closure
- Making and maintaining the MIS on daily basis.
- Close interaction within Tat,(Direct debit cancellation Request, Registration)
- Reports directly to Manager and handling a team of 10 agents
- Co-ordinate with Banking channel and Branches
- Retention of Vintage Lapse portfolio (> 365 days)
- Responsible for individual and team performance
- Working on Real Estate Project to Identify Finance & Land Related Document (Acknowledgement)
- Analysis The Documents
- Indexing The Documents
- Scanning The Documents with coordinate to the scanner Boys.
- Uploading the documents to the client.
- Creating MIS & Reports on Daily Basis.
- Working the Excel Sheet to check the Quality Control.

Tools

Cibil:- Credit Information Bureau (India) Limited,

We upload raw data in proper format in bulk through cibil we retrieve Customer detail n contact number,

Experian:-Experian Credit Information Company of India

Helps to predict and manage credit risk, and reduce exposure to bad debt and fraud,

Talisma:- Complain, query management through Talisma online software,

Quality Check for the documents received through Talisma for contest fulfilment.

Life Asia

In Life Asia customer policy details are online access through we can check the customer policy status/issue date/premium details etc.

Filenet :

Filenet is a place where customer documents (proposal form/ID/Address proof/questioner etc) scan copy uploaded.

Met Access:

Work platform for user where data punched after skip trace.

ACADEMIC QUALIFICATION

Intermediate (2014) from Central Board Secondary Education.

High School (2012) from High School Central Board Secondary Education.

Pursuing BA 2ND Year From Delhi University

TECHNICAL SKILL-SET

Ms Office : Excel,(Vlookup Hlookup Pivottable, countif, Sumif, Etc)

Name : **Nitin**

Dob : **08-aug-1995**

Date:

Place:

(Nitin)