

CURRICULUM VITAE

Permanent Address :

Naveen Kumar m

S/O.Mahadeva S

Kothathi village and post

Mandya thalukh and

District.Mandya

PIN:571402

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OBJECTIVE:

Intend to build a career with leading corporate hi-tech environment with committed & dedicated people, which will help me to explore myself fully and realize my potential.

Willing to work as a key player in challenging & create the working environment interesting.

PERSONAL ATTRIBUTES:

- Good communication, interpersonal and problem solving skills. Good team Monitoring skills.
- Enthusiastic, energetic and hard working.
- Flexible, innovative, quick learner & committed to continuous self-improvement.
- Good Data Entry Skills.

SKILLS:

¥ Initiated adjustments to collections procedures to improve results.

¥ Worked closely with billing department to review account records.

¥ Addressed customer claims of billing or account errors.

COMPUTER SKILLS

Operating Systems	Windows
Software Tools	MS Office , Master in Excel & V look up , Sumiff, Trackers

EDUCATIONAL QUALIFICATIONS:

- **B.A from Mysore University, .**
- **D.ED FROM KEE BOARD BANGLORE.**
- **PUC II Arts, from P.U.C.Board Bangalore..**

- **S.S.L.C from Karnataka Secondary Education Examination Board ..**

EMPLOYMENT:

MAGMA FINCORP LTD FROM DECEMBER 2020 TO TIL DATE

WORKING AS SENIAR MANEGER COMERCIAL VEHICLES MAGMA FIN CORP MYSORE
LOCATION

❖ Working as Manager Collection ,30TO 90 DPD.

Handled 10 Districts:

Mandya, Ramanagara, Hassan , Hunusur, Kushalnagar, Chikkamangalore, HASSAN
MANGLORE

Products : CE,CAR.TRUCK, AND COMMERCIAL VEHICALLS..

- Updating the Report s in MIS on daily basis & the same coordinating with the Branch Collection Managers and Reporting to STATE HEAD’
- Analyzing the Portfolio. to day recovery reports, monthly reports, & Yearly reports and the same producing to the senior authorities.
- Handling 8 Branch Collection Managers Leaders & REPO AGENCIES
- 25+ Executives.
- Monitoring the team to achieve the required target for the calendar month.
- Solving the customer complaints and producing the result for the same.
- Maintaining the documents of all the recovery section like DCR, Scroll Book & Receipt Book Auditing on daily basis, producing the same for the Audits scheduled for the every month.
- Recruitment of the Branch Collection Managers, Team Leaders, field Executives ‘

Conducting the review meeting for collection executive, team Leaders on every month to reduce the portpolio size

Bajaj fin Services Ltd From 2018 to 2020

❖ Working as Area Manager Collection ,GCL VERTICRL Mandya Location.

Handled 8 Districts Mandya, Ramanagara, Hassan , Hunusur, Kushalnagar, Chikkamangalore, Channarayapatna
Products : Personal Loans, Business Loans & Consumer Durable Products.

- Updating the Report s in MIS on daily basis & the same coordinating with the Branch Collection Managers and Reporting to Cluster Manager’
- Analyzing the Portfolio. to day recovery reports, monthly reports, & Yearly reports and the same producing to the senior authorities.

- Handling 8 Branch Collection Managers Leaders & of 25+ Executives.
- Monitoring the team to achieve the required target for the calendar month.
- Solving the customer complaints and producing the result for the same.
- Maintaining the documents of all the recovery section like DCR, Scroll Book & Receipt Book Auditing on daily basis, producing the same for the Audits scheduled for the every month.
- Recruitment of the Branch Collection Managers, Team Leaders, field Executives ‘
- Conducting the review meeting for collection executive, team Leaders on every month to reduce the delinquency level & plan of action of current month.
- Recruitment & selection, training and development, performance appraisal, employee retention, absenteeism monitoring & control, exit interviews.
- Handling agency and updating report and MIS

Bajaj fin Services Ltd From June 2015 to 2018

- ❖ Working as Branch Collection Manager ,**GCL VERTICRL**. & Handling Mandy a ,Krishna pette,Channapattana,Ramanagara; Consumer durable product, personal loan,salry loan, Refinance Loan Department Business loan .

Worked as a Collection Executive for Muthoot capital service ltd,– Mandya. Since Dec 2012 to June 2016

- Handled Zero to W-off cases.
- Updating the Report's in MIS on daily basis & the same coordinating with the Reporting to Asst Manager.
- Solving the customer complaints and producing the result for the same.
- Capable in cracking chronic cases and manage any kind of Situations.
- Maintaining the documents of all the recovery section & producing the same for the Audits scheduled for the every month.

Worked in Mayuri culutrel accadamy .acadmy cashier .in Banglore,

Achievement:

- **HERO OF THE MOMENT AWARD**,one of the best award .In bajaj finance,
- **SUPER HERO AWARD.**
- **BROWNZE MEDAL AWARD**
- **11 MONTH CONSISTANCE STAR OF THE MONTH AWARD .**
- **GEM AWARD .**

- **GOLD MEDAL AWARD**
- **SPRINTER AWARD**
- **ACHIVED THE FORIGHN TRIP CONTESTS.**

PERSONAL DETAILS:

Date of birth	:	13-01-1991
Sex	:	Male
Marital Status	:	single
Languages known	:	English, Hindi, Kannada.
Nationality	:	Indian
Experience	:	8.9 years

DECLARATION:

I hereby declare that the information furnished above is true the best of my knowledge.

Date

Place : Mandya

Yours Sincerely

Naveen kumar M