

# CURRICULUM VITAE

**BAL KISHAN**

E-214, Street No: 7

East Vinod Nagar, Delhi – 91

Contact No: 9891101455,

Email Id: [bk.papnei@gmail.com](mailto:bk.papnei@gmail.com)



## Objective:

A young aspirant seeking an opportunity to meet and explore his knowledge and experience towards achieving high professional targets in a new and challenging environment. The impetus is always to gain knowledge and skills in the pursuit of it there by enhance my capability to build creative solutions to suit dynamicaly challenging business environment.

## Working Experience:

- Worked with **M/s Pan Business List Pvt Ltd.** E-31, Sec-8, Noida (U.P) as a Data Processing Operator from May 2008. To Jan 2009.
- Worked with **M/s Ramesh Sethi & Associates** (Chartered Accountant & Lawyer of Income tax Cases) from Feb 2009 to Aug 2011.
- Worked with **M/s. Royal Bank Of Scotland** (In the Role of Datamation Pvt Ltd.) From Sep. 2011 To Jun 2016
- Worked with **M/s. Royal Bank Of Scotland** ( In the Role of Star Financial Services & Sai Kripa Courier Cargo) From July 2016 to 31 Dec. 2016 To Jun 2016
- Presently Worked with **ICICI BANK.** Jhandewallan (In the Role of I Process India Pvt Ltd.) Home Loan & Personal Loan Disbursal Team Operation from 01.02.2017 to 31.12.2019

## Key Role

- ❖ Current Profile : Office Assistant & Field Executive
- ❖ Role : Import, Export, BRC & FIRC RD Return Checking & Releasing & Field Responsibility of legal & official work with other Bank & Govt. Dept.'s.

## Job Responsibilities:

- ✓ Clearing of Import Bills, Collection & LC Bills.
- ✓ Clearing of Import, Direct & Advance Payment.
- ✓ Posting of Shipment Export Credit.
- ✓ Checking the Documents of Import Letters of Credit, Shipping Bill & Bill of Entry of Clients. Payment
- ✓ Checking of Buyer Credit of Payment

- ✓ Checking of Foreign Bank Guarantees issued & Shipping Guarantees.
- ✓ Checking the Payment of FIRC & BRC for the Foreign Currency.
- ✓ Responsible for All legal & official work with other Bank & Govt. Dept.'s.
- ✓ Daily Mail Maintenance Service the Documents (DMS)
- ✓ ALL GTS TRADE DOCUMENTS SCANE & ATF DATA

### Professional Qualification:

- Certificate Course in MS-Office Six Month from SKM Institute New Delhi
- MS-Office (Window-98 & XP-2000) & Outlook.
- First Aid Complete Training 2016-17

### Academic Qualification:

- B.A. Passed from Zakir Hussain College, Delhi in March 2005.
- 12th Passed From C.B.S.E. Board, Delhi in March 2002.
- 10th Passed From C.B.S.E. Board, Delhi in March 2000.

### Personal Detail:

Father Name	:	Late Sh. Prayag Dutt Papnei
Date of Birth	:	22/11/1984
Martial Status	:	Single
Language Known	:	Hindi & English
Sex	:	Male
Nationality	:	Indian
Marital Status	:	Single

DATE:

PLACE : NEW DELHI

(BAL KISHAN)