

# CURRICULUM VITAE

Akhilesh Kumar  
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## **CARRIER OBJECTIVE:**

To add value, knowledge and experience together by being a part of a dynamic and growth oriented organization, which can provide me ample of opportunities for learning, enrich my past experience and help me prove my abilities.

## **WORK EXPERIENCE:**

- 1. Worked with Poonawalla Fincorp Ltd as Senior Executive in Branch operations From February 2021 to till date.**

### **KEY PERFORMANCE AREAS:**

- NDC of file and docket.
- Disbursement of loans & state level MIS handling.
- Cash management & DRE entries.
- Customer handling and service.
- Maintenance of branch annexure and handling of audits.

- 2. Worked with Indiabulls Consumer Finance Ltd as Senior Officer in Branch operations From December 2018 to June 2020.**

### **KEY PERFORMANCE AREAS:**

- NDC of file and docket.
- Disbursement of loans & MIS preparation.
- Cash management & DRE entries.
- Customer handling and service.
- Maintenance of branch annexure and handling of audits.

- 3. Worked with Jana Small Finance Bank Ltd as Business Development Executive from May 2016 to October 2018.**

### **KEY PERFORMANCE AREAS:**

- Customer handling and service.
- Supporting in collection of EMI's with collection staff.
- Maintenance of daily branch MIS & annexure.
- Responsible for achieving branch sales targets in different product.

**4. Worked with ICICI Bank Ltd as Sales Officer in August 2010 to April 2016.**

**KEY PERFORMANCE AREAS:**

- Responsible for handle corporate client's query.
- Opening of salary accounts.
- Maintenance of salary cheque annexure
- Co-ordination with RPC of processing
- Handle client's query and service.
- Different loan sales & services.
- Co-ordination with builders.

**5. Worked with ICICI Bank Ltd as Credit Process Assistant in home loan from January 2008 to July 2010.**

**KEY PERFORMANCE AREAS:**

- NDC of Dockets.
- Annexure maintenance & cheque handling.
- Customer handling and service.
- Authentication of legal documents after disbursement of loan.

**6. Worked with ICICI HFC Ltd as Operation Executive from May 2006 to December 2007.**

**KEY PERFORMANCE AREAS:**

- NDC of file and dockets.
- Data entry of customer details in system
- Maintenance of branch annexure and handling of audits.
- PDD collection and updation in system.
- Customer handling and service.

**EDUCATIONAL QUALIFICATION:**

- Graduation (B.Sc.) from Allahabad University
- Intermediate from U.P. Board
- High School from U.P. Board

**PROFESSIONAL QUALIFICATION:**

- GNIIT from NIIT Ltd, New Delhi
- Diploma in Medical Laboratory Technology from Ewing Christian College, Allahabad
- Tally 7.2 from Crest Academy, NIIT Ltd, Allahabad
- Certification course in SQL server from NIIT Ltd, New Delhi

**PERSONAL DETAILS:**

Name	:	Akhilesh Kumar
Date of Birth	:	19 <sup>th</sup> December 1983
Father's Name	:	Late Krishna Bihari Srivastava
Communication address	:	17K/1B/1, Naibasti, Beniganj, Allahabad
Linguistic Proficiency	:	English & Hindi
Marital Status	:	Married

**KEY STRENGTH:**

Hardworking, good ability to learn.

**Place : Allahabad**

**Date :**

**Akhilesh Kumar**