

# **CURRICULUM- VITAE**

## **YOGESH KUMAR**

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### **CAREER STATEMENT**

Looking for a high growth opportunity in organization providing a good working environment along with suitable opportunities of professional development.

### **PROFILE**

Confident, time management capability.

Can work efficiently in a group as well as an individual.

Conceptually strong with an innovative, detail-oriented and analytical approach to the work.

Self motivated, hard working and goal-oriented with a high degree of flexibility, creativity and commitment.

### **WORK EXPERIENCE**

Company Name: **Reliance General Insurance Co Ltd.**

Duration: From 1st Jan 2011 to June 2013

Job Profile: Assistance operation department with claim.

Current Company Name: **Poonawalla Fincorp Ltd.**

Duration: From July 2013 to Till Date.

Job Profile: Senior Executive Operations & Accounts.

#### **Key Responsibilities Handled**

- a) Disbursement of Retail Asset (Asset Base Finance) loans like Car, Commercial Vehicle, Construction Equipment, Suvidha & Captive Suvidha (Re-Finance).
- b) Handling NOC department all over Delhi – NCR .
- c) Insurance management of in house finance cases.
- d) PDD Updation & Payment Updation of all products in Oracle also maintain the MIS of PDD and Payment hand over.
- e) Coordinate with the H.O. IAD Team for file quality audit & providing timely resolution to IAD Team.

- f) Generating CIBIL & Enquiry updation in Oracle on the basis of data provided by Sales Team.
- g) Handling customer all types of queries like Insurance, RC updation, Welcome Letter, Statement etc. And motivate customer for generating new business with the help of cross selling of all products for Company.
- h) Checking the Pre-login and Post Sanction File as per Company Policy and also maintain the Operational compliance of the Company.
- i) Checking Credit deviation on mail as case approved by credit.
- j) Cash Counter handling as cash receipt from customer & receipt generation.
- k) Keeping track of the sales and customer complaints.

### **Academic Qualifications**

Graduate from MD University Rohtak.

### **PROFESSIONAL DEVELOPMENT**

Technology: MS Office, Internet

### **PERSONAL DOSSIER**

Name	: Yogesh Kumar
Father Name	: Sh Ved Praksh
Date of Birth	: 04 <sup>th</sup> April 1988
Languages Known	: Hindi & English
Hobbies	: Playing Cricket, Making friends.
Address	: H.No 12. Village – Ladholi , Fatehpur Billoch , Ballabgarh Faridabad -121004
Contact No	: 9871993898

Place: FARIDABAD

Date:

**(Yogesh Kumar)**