

Sunil Kumar . S

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Professional Synopsis

- Performance-driven administrative professional with around 3 years rich cross functional experience in Administration, Facilities Management,&Vendor Management activities.
- A keen administrator with liaisoning in New Facilities setup,liaisoning with vendors / service providers / Security Management, competitive analysis, vendor negotiation,with focus on achieving the organization's mission and strategic direction.
- Anenterprising worker with strong analytical, problem solving & organizational abilities.

Education

- b.com
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Professional Experience

Jul-2012to2017 January Cognizant Technology SolutionsPvt. Ltd (On Contract)
(Through) 24/7 service pvt ltd

Soft service -Supervisor

2017 may to 2019 nov Senior executive as Jana small finance Bank

2019 dec to 2020 oct asian fiancé group as collection team leader

2021 to 2023 jan Bridege fintech solution as agency manager

2023 may to till date Loantap as agency manager

Additional skills

- Typing Speed: - 20 WPM

- MS Excel: - 2010

Administrative Key Responsibility Areas

Collections Managers are primarily responsible for overseeing the collection efforts of an organization, ensuring that the company recovers its debts in a timely manner.

They also develop and implement strategies to increase the effectiveness of the collections process.

Here are some typical duties and responsibilities of a Collections Manager:

Develop and implement strategies to increase the number of successful collections on outstanding debt

Recruit, train and manage the collections team

Set targets and monitor performance of the collections team

Conduct risk assessment and analysis on potential clients

Perform regular audits to ensure compliance with state and federal collections laws

Maintain a comprehensive understanding of the company's credit policy

Conduct negotiations with debtors to establish repayment plans

Oversee and approve the write-off process for uncollectible debts

Report on collection activity and accounts receivable status

Resolve high-level disputes or complaints regarding collections practices
General

Achievement:-

- Was part of Taking Over of the entire facility from the ground level
- Played a key role in the New Office Build Out.

Personal Profile:-

Date of birth : 1991

Father name: Srinivas

Sex : Male

Language known: Kannada, Hindi, Telugu and English.

Marital Status : married

Hobbies : Playing foot ball, Cricket, Swimming and Listening to Music.

Strength:-

- Spend longer hours at work
- Sincere and Hard working
- Adaptable to work in different condition
- Believe in working as a team

Declaration

I hereby declare that the particular furnished above are true and correct to the best of my knowledge and information.

Place: Bangalore
(SunilKumara S)

Yours Faithfully,

