

# **Sunil Kumar . S**

Tyagaraj Nagar,  
Bangalore - 560028

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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.
- An enterprising 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      Brigege 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,

