

Raj Narayan Bal
Mob: 9348199526
Email: rajbal949@gmail.com



Career Objectives

Continually improve my study to skills to further professional growth and to work in a environment, to utilize my skills and abilities to achieve excellence in all sphere of life. My aim is to enhance my abilities and peak qualities, and to use them in the best possible way for the organization where I am working

Summary Of Skills

- Participated in seminar on "TIPS FOR ACQUISITION OF PROFESSIONAL SKILLS FOR INDIVIDUAL AND ORGANIZATIONS EXCELLENCE " and "MARKETING OF INSURANCE ".
- Participated on national webinar on "FINANCIAL PLANNING FOR YOUNG PROFESSIONAL " and "SECURITIESMARKET" by hermoney Talksand BSE.
- I have completed my internship as a Marketing Intern from hermoneytalks.
- I have completed my internships as a HRM from Swiggy

Strong Points

- Can do independent work and innovative thinking.
- Capable of working systematically under any stress keeping a cool temperament.
- Can lead and guide any team/Client effectively and efficiently to achieve organizational goals.
- Quick and effective adaptive nature to any change.

Behavioral Competencies

- Excellent communication skills written and spoken.
- Report writing skills.
- Developed management systems.
- Skilled trainer and developer of training program

Educational Qualification

- I am completed MBA from Rajdhani college of engineering and Management, Bhubaneswar. In academic year- 2020-2022
I Choose my specialization in **Operation Management and Marketing.**
- Completed my Matriculation from Dakha High school, Bhadrak in the year 2015
- Completed 12th in Arts from Bhadrak Jr. College, Bhadrak in the year 2017.
- Completed my Graduation in Political Science from Dev Ray(degree) College , Nayapalli , Bhubaneswar in the year2020.

Experience:

- I Worked at **WNS Global Service Pvt Ltd** as **Associate Operation** From **April 2022 to May2023**

Roles And Responsibilities

- Analyzing search requests to determine the type of title evidence required
 - Obtaining the descriptions of properties as well as the names of parties involved
 - Preparing lists of legal instruments pertaining to a property
 - Examining the documentation related to the title that includes, liens, mortgages, judgments, plat books, legal agreements easements, maps, contracts, etc.
 - Verifying factors such as the legal descriptions, ownership, or restrictions related to the property
- I Worked At **KFin Technology Limited** as **Associate** From **June 2023 To Feb 2024**

Roles And Responsibilities

- Responsible for smooth processing to day- to day branch operations.
 - Responsible for CRM & MIS Pertaining to R&T Operations within specified area.
 - KYC POS Operations.
 - Providing effective customer service and handle investor relations for all the branches in the region.
 - Branch operations executives development.
- **Personal Information**

Name	:	Raj Narayan Bal
Father's Name	:	Mr. Manoj Kumar Bal
Sex	:	Male
Nationality	:	Indian
Date of birth	:	04-09-2000
Marital status	:	Single
Languages Known	:	English, Hindi, Odia
Permanent Adds.	:	At/Po- Chandbali , PS- Chandbali
District –	:	Bhadrak (Odisha), PIN- 756133.
Extra curriculum	:	Knowledge of internet, word, excels, power point.

DECLARATION:

I hereby declare that all the information provided above are true to the best of my knowledge.

Signature

Place

Date: