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# Kuldeep

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A-51, Flat No. SF-3 Rail Vihar, Ghaziabad 201102  
9582763934 | kuldeep94.201@gmail.com

## OBJECTIVE

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Hardworking Senior credit Support officer practiced at planing,conducting and reviewing accessing work. Fintech industry skilled in maintaining facilities, overseeing supplies and training employees.

## EXPERIENCE

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Dec-  
2016 -  
Till Date

- **Moneyinminutes**  
Senior Credit Support Officer
  - Assure that the team addresses all relevant issues within the specifications and various standard.
  - Work with functional managers and the team sponsors to obtain necessary resources to support the team requirements.
  - Follow up with team members about their works and targets.
  - Contact to clients to gather Financial information and documentations.
  - Analyze risk and approve or reject loan application.
  - Ensue that the correct terms of disbursements are entered into the customer data base to prevent avoidable discrepancy issue.
  - Resolve the queries of customer through calls and emails.
  - Prepare the monthly disbursement report and sent to manager .
  - Managing attendance and regulations of the team.
  - Cross check the customer documents just like kyc and income proof.
  - Observe the bank statements and Financial data Of the customer

## EDUCATION

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| 2019 | • <b>Indra Gandhi National Open University</b><br>M.Com                  |
| 2016 | • <b>University of Delhi</b><br>B.Com(Hons)                              |
| 2013 | • <b>Central Board of Secondary Education</b><br>Senior Secondary school |
| 2011 | • <b>Central Board of Secondary Education</b><br>Secondary school        |

## CERTIFICATION

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- Diploma in Information Technology from Lakshya Computer & Vocational Institute.
- Diploma in Advance Desktop Publishing from Lakshya Computer & Vocational Institute.
- Business Correspondent/Facilitator's From Indian Institute of Banking & Finance.

## SKILLS

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- Problem Solving
- Underwriting

- Banking analysis
- Employees Training
- Flexibility
- Team work
- Critical thinking

#### ACHIEVEMENTS & AWARDS

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- My strong interpersonal and team management skill, i was selected as team leader of credit support group and awarded by standing ovation in 2019
- For maintain coordination among group members and disbursement of high numbers on given time, I was given shining star award in 2018.

#### ADDITIONAL INFORMATION

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- Date of Birth: 21/09/1994
- Marital Status : Single
- Nationality: Indian
- Hobby: Playing Cricket, Travelling
- Passport: S5508513

#### DECLARATION

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- I am confident of my ability to work in a team. I hereby declare that the information furnished above is true to the best of my knowledge.