

**Name:** PAWAN KUMAR

**E-mail:** pawan.sinhmar786@gmail.com

**Mobile No:** +91-9466778284

**--------------------------------------------------------------------------------------------------------------------------------**

**CAREER OBJECTIVE:**

Seeking a challenging position in an organization which is amenable to my career development and growth and to give the organization my maximum capabilities.

**WORK EXPERIENCE:**

**Company**: **SERCO PVT LTD**

**Duration**: June 2015 To October 2015.

**Position:** Inbound Process.

**Key Responsibilities:**

* We told to the customer about PAN and TAN Card.
* We also told to the customer about benefit of PAN Card.
* We told to the customer that how to make PAN & TAN Card ,document require for that and Fee also.
* If customer have some complaint regarding PAN & TAN than listen carefully that what is issues of customer .Than First we will check if true than we will generate the complain of customer and After that send to the Income Tax Department.
* If customer ask that how to process E-filing than we also told the processor of E-Filing.
* We also told that what is due date of E-Filing.

**Company: Dewsoft PVT LTD**

**DURATION: Part Time**

* It is a technology driven organization working in a healthy and competitive environment to contribute to the very existence of the society.
* It provides each and every client with an engaging effecting and pleasurable learning experience that increase knowledge and enhance performance.
* It also provides office assistant and global forum.

**Company: Home Credit India finance PVT LTD.**

**Duration:** 29 October to Continue

**Position:** Collection Department.

**Responsibilities:**

* We called to the customer and told the due date and monthly payment.
* If customer does make the payment upto due date than we try to know what is reason of delay and convince them to make payment.
* If customer have some complain than we listen carefully and check if it is true than try to solve it.If any other major issues than it is transfer to our senior.

**Key Skills:**

* Knowledge of an Entrepreneur.
* Diploma in Tally ERP 9.
* Successfully Sold and Marketed the product in the market.
* Maintaining the SOP (Standard operating protocols).

**EDUCATIONAL PROFILE:**

MBA Marketing (2015) –Result Awaited.

B.COM (2013) – 50%

H.S.S.C, Science (2010) – 57%

S.S.C, General (2008) – 67%

**INDUSTRIAL TRAINING:**

**Company:** TATA AIA ,LIFE INSURANCE COMPANY LTD

**Duration: 4th** June 2014 to 20 July 2014

**Description:**

* During this training period ;We performed three activity i.e Health check activity ,Bombay type college activity ,Retirement army data collection .In that we are collecting the data from these three sources .After that called on that data and took the Appointment. Than visit to that address and try to convince the customer that we have a good earning & earning opportunities .So if you are interested than please join my organization.

**COMPUTER SKILLS:**

* Operating System : Windows 1997,2000 and Windows Vista
* Office Packages : Microsoft Word, Excel and PowerPoint
* **Sixth month computer diploma in Tally ERP 9.**

**PERSONAL COMPETENCIES**,

* Self-motivated, Punctual, Time management Team worker ,Flexible and Quick learner.

**PERSONAL PROFILE:**

Father’s Name Late Ram kumar

Mother’s Name Late Ompati

Date of Birth 2nd April 1991

Nationality Indian

Marital Status Single

Permanent Address V.P.O-Dhani Dariyapur ;District-Bhiwani ;Harayana (127040)

**I hereby declare that the information furnished above is true to the best of my knowledge.**

Date:

Place: PAWAN KUMAR