**RESUME**

1. NAME :- **RUPESH KUMAR SINGH**

2. Father’s Name :- Sri Ranjit Singh

3. Date Of Birth :- 15th April 1986

4. Sex :- Male

5. Marital Status :- Married

6. Nationality :- Indian

7. Permanent Address :- Rupesh Kumar Singh

At :- New Bhamal (behind of electric office)

P.O :- Nirsha P.S :- Nirsha

Dist :- Dhanbad

Pin :- 828205

State :- Jharkhand

8. Corresponding Address :- Same

9. Contact No :- +91-9852686868 , 8210187037

10. E-Mail Id :- rupeshsingh807@gmail.com

11. Educational Qualification :-

|  |  |  |  |
| --- | --- | --- | --- |
| Name of exam | Name of board | % of marks | Div |
| MATRIC | J.S.E.B | 49.09 | 2ND |
| I.COM | J.I.E.C | 48.07 | 2nd |
| B.Arts | Monad University | 55.79 | 2nd |

11. Professional Qualification :- Certificate in Web Application from ( NIIT )

* Computer Overview 2. Window 95 to 2003
* Ms-Word , Excel , Power Point
* Programming Logic And Techniques
* MSDE (Microsoft Database Engine)
* UML (Unified Modeling Language)
* HTML, JAVA

12. Typing Speed :- In Hindi :- 25 W.P.M , In English :- 40 W.P.M

13. Extra Qualification :- Computer Hardware & assembling installing . window and Troubleshooting

14. Language Known (Speaking & writing) :-

**Apr- 2008 To May 2010** working With **Bajaj Auto Ltd. ( Company Outlet)**

**(**Job Profile – Sales & Marketing Direct Interact to Customer, For Increasing Sales Target ,

**Insuring the Customer Service Satisfaction After Sales, Monitoring On Service Dept.**

**Accidental Vehicle Claim Processing**

**Conti… P2**

**June -2010 To Nov 2013** Working With

**Bajaj Finance Ltd. (Pune)**

**(**Job Role – Customer Loan Application File Login On D.C.C Portal (Direct Cash Collection)

**EMI Collection, Recovery, Field Collection Exe.**

**18 Nov -2013 To Still Working**

**Unitech Wireless Tamil Nadu Pvt. LTD**. (**Telenor)**

**Profile: - Customer Activation Officer , Troubleshooting Market Issues , Daily Reporting To H.O.D**

**Summary Of Industry Job Types & Total Experience :-**

|  |  |  |  |
| --- | --- | --- | --- |
| Working Year | Industry Type | Total Exp | Service Type |
| 2008-2010 | Automobile | 3 Years | Sales /Office Asst.. |
| 2010-2013 | Finance | 3 Years | Back Office / Data Entry / Office Asst.. |
| 2013-Conti.. | Telecom | 4 Years | Back Office / Data Entry / Office Asst.. |

RUPESH KUMAR SINGH

Signature of Candidate