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# Pankaj Kumar

**MOH- Nooranibagh Colony 5/B, Po-Gulzarbagh, Ps-Alamganj, Patna -7,Near Bank of india**

**Gulzarbagh branch, Telephone No: +919939923910**

Email:- [pankajconv@](mailto:pankajconv@)gmail.com & [k\_pankaj@nsbbpo.in](mailto:k_pankaj@nsbbpo.in)

**Objective: -**To utilizes my skills towards a challenging career in a growth oriented and leading edge organization. This will provide me opportunities and advancement to reach a position in my career where from I dispose my capabilities to full benefits of the company.

* **Past Organization :**-**Convergent Services Pvt Ltd.Patna (Bihar) (Feb 2010–Feb 2012)**

**Department: - Data Management (Stel Pvt Ltd Patna.)**

**Designation: - Sr. Executive.**

**Emp code :- 102.**

**Job Profile:**

* VTM Audits & Reports.
* Performance Monitoring of entire team.
* Responsible for all MIS Creation in In warding Dept.
* Responsible for Monthly and Daily Reports.
* **Current Organization:**-**NSB Bpo Solution Pvt Ltd.** **Patna (Bihar) (Feb-2012–Till Date)**

**Department: -Data Management (Airtel, Tata indicom & Telenor)**

**Designation: - MIS Executive.**

**Emp Code :- 2500998**

**Emp Id :- 19452**

**Project 1 (Airtel Pickup Infra in Bihar) 10 Feb 2012 to 31 Oct 2012.**

**Key KPI**

* Supervise the Airtel Pickup process Prepaid/ Postpaid CAF.
* Daily Monitor the Runner activities of visit distributer point or not.
* Monitor the CAF Courier activities.
* Daily monitor the CAF Audit activities.
* Create and Share Daily Pickup/Rejection/ Report .

**Project 2 (Tata Teleservices Pvt Ltd ) 09 Nov 2012 to 13 April 2014.**

**Key KPI**

* Supervise the whole documentation process of TATA Docomo Prepaid connection.
* Monitor the activities of Order Entry & Activation.
* Reports generation.
* MIS handling.
* Monitor the CAF scanning & uploading in DMS.
* Monitoring CAF pendency for Bihar & Jharkhand.
* Create and Share Daily Order Entry/Rejection/Pendency Report of Prepaid Connection with All Team leader.

**Project 3 (Telewings communications services Pvt Ltd (Uninor Ware House Process ) 14 April 2014 to 30th May 2015.**

**Key KPI**

* Supervise the Uninor warehouse process.
* All Uninor CAF Receiving From Onicra Credit Agencies & Re-index the Own Software.
* Monitor the Uninor Indexing activities & check the missing caf & receive CAF from onicra.
* Daily Reports Share to client.
* MIS handling.
* Term CAF Retrieval Monitoring.

**Project 4 (Telewings communications services Pvt Ltd (Uninor Ware House Process ) 10th June 2015 to 04th Feb 2017.**

**Key KPI**

* Supervise the Uninor warehouse process.
* All Uninor CAF Receiving From NEXGEN Agencies & KRM(KRIPTA RECORDS MANAGEMENT) Re-index the Own Software.
* Monitor the Uninor Indexing activities & check the missing caf & receive CAF from Agencies.
* Daily Reports.
* MIS handling.
* VTM (Vigilance Term Monitoring) CAF Retrieval Monitoring.

**Educational Qualifications:**

**** High School passed in 2nd class from B.S.E Board Patna in (2005).

 Intermediate passed( I.A) in 2nd class from B.S.E.C. Patna in (2007).

 Graduate passed in 2nd class from Patna University Patna in (2011).

 One Year Diploma in computer applications.

**Personal Profile:**

Date of Birth : - 14\_Feb\_1990

Permanent Add : - Mohalla- Nooranibagh Colony 5/B, Po-Gulzarbagh, Ps-Alamganj, Patna -7, Near Bank of

India Gulzarbagh branch.

Patna -800007.

Sex : - Male.

Marital Status : - Unmarried

Languages known : - Hindi, English & Regional

Hobbies : - Reading the Books, Listen the music & connected the People by Internet.

# References: - Available On Request

**Provided with an opportunity to contribute for your esteemed organization, I would definitely generate excellent result and can also accustom to any kind of environment that involves cross Plat-firm working.**

Place : Patna **Signature :**

Dated : (Pankaj Kumar)