

Manish

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CARRER OBJECTIVE

To pursue a challenging career in this field of finance and accounting with constant learning and contribution to an organization, which provides challenging work environment and allows me to grow professionally and as an individual.

ACADEMIC QUALIFICATION

- 2- Year (ITI)from Nizamuddin in Delhi (2014-2016)
- 12th in 2013 from C.B.S.E Bord in Delhi
- 10th in 2011 from C.B.S.E Bord in D elhi

SKILLS

- Good convincing power
- Team work
- Learner
- Trustworthiness
- Team Handling
- Handling work pressure and giving the best of it
- knowledge of Excel (VLOOKUP, Pivot Table, etc.)

EXPERIENCE

1)

- **PAYME INDIA FINANCIAL SERVICES LTD.** 9-Dec-2019 – 7- Jul-2023
- **SENOIR ASSOCIATE**-Operation Dept.

JOB RESPONSIBILITY

- **Verification** -Verification, KYC Verification, Transection Monitoring
(Verify the client's Documents and process their profile for Credit Team)
- **Sanctioned** - (Handling the customer after sanction the amount)
- **Sales Associate** - Handling the client on call as a customer care Executive)
- **Email** - Email handling (Handling Docs ID)
- **Team Evaluation** - Team performance, motivating them and providing feedback on their performance.

2)

- **Lynk Logistics Limited** – 5-oct-2023 – 7-feb-2024
- **Senior Associate** - DMS

JOB RESPONSIBILITY

- Billing of Product
- Maintaining Reports

LANGUAGE

- Hindi -Native
- English - Intermediate

DECLARATION

I hereby declare that all the information is given above is true and best of my.

(Manish)

