

Manjeet Singh

SYNOPSIS

- Approx. 7 years work experience
- Graduate from IGNOU in year 2023
- Comfort to work in Outlook, Excel (V-look up, Pivot, etc.), MS-Office, E-Mail

PROFESSIONAL EXPERIENCES

September 7th Feb 2024 – 31st May'24

Teamultima (out source Vender of Aditya Birla Finance Limited) – NOIDA sec 15

Working as an Executive

- Working as an out source ops executive and taking care of disbursement process of Aditya Birla Finance of products like BL, Personal loan
- Case login
- Review the client KYC as per the company forms
- Taking care of CAM preparation for the product PL and BL
- Reviewing the cibil reports and preparing RTR marking the deviation as per the cibil history
- Review the Banking and prepare the ABB and banking churns
- Supporting case disbursal in system and carried out to the case to till final disbursal
- Maintaining the MIS as per the process requirement
- Maintaining the TAT for designated work

September 11th Feb 2017 – Dec'23

KUDOS –Naraina Vihar, Delhi

Worked as a CCE Executive

- Doing Tele sales of prescribed products
- Handle customer queries related to products and services and solved them in timely manner
- Compile the customer feedback on product and services for process improvement
- Work on weekly target and coordinate with team members on team targets too
- Prepare multiples MIS as per the process requirements
- Handling team queries.
- Tracking Weekly Agent Performance Metric Index and sharing the same with Quality & Training for inputs / refreshers.

EDUCATION

EXAM/DEGREE	BOARD/UNIVERSITY	PASSINGYEAR
B.A	Indira Gandhi National Open University	2023
12THpass	Indira Gandhi National Open University	2016
10thpass	C.B.S.E Board Delhi	2012



CONTACT

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Aman Vihar, Sultanpuri -
110086 (New Delhi) (India)

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7011931280

Email

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HOBBIES

- Traveling
- Listening to music

PERSONAL DETAILS

Date of Birth : 11th Jan 1994
Father's Name : Late Mr. Inderpal Singh
Sex : Male
Place of Birth : New Delhi
Languages Known : English, Hindi.
Marital Status : Unmarried

PERSONAL STATEMENT

I consider my personal strength to include flexibility and ability to learn quickly. I am able to make decisions independently and confident of abilities to succeed as a good and effective person. I am currently seeking a position which will allow me to utilize my skills, knowledge and experience to their full potential and I am hungry to learn something new.

Date:

Place

Sign: