

# KRISHAN KUMAR

**Mobile Number: 8527500481**

**Email Address: priyank13990@gmail.com**



## Profile

**Objective:** To work in an environment of growth and excellence and earn a job which provides satisfaction and self-development and helps to achieve organizational goal.

## Education

Year of Passing	Course
2009 - 2013	B.Com Delhi University
2008 - 2009	Senior Secondary Examination - Class XII, Sarvodaya Bal Vidyalaya Senior Secondary School, New Delhi CBSE Board
2006 - 2007	Higher Secondary Examination - Class X, Sarvodaya Bal Vidyalaya Senior Secondary School, New Delhi CBSE Board

## Professional Experience:

**Company:** Seven Seas Service Pvt. Ltd.  
**Duration:** August 2016 – november2017  
**Position:** HR Executive

## Main responsibility:

- Provide Support to candidate over call and email.
- Received query from candidate about the available job opportunity via email/call and provide them all detail about the available profile with different client.
- Follow up with them about their travel.
- Resolve their query about travel via call.

### Other experiences

**Company:** Caretel Infotech Pvt. Ltd.  
**Duration:** September 2015 - June 2016  
**Position:** Tele caller (inbound)

**Company:** Aadi Data Solution Pvt. Ltd.  
**Duration:** June 2013- Feb 2015  
**Position:** CTS Operator (Backend Profile)  
**Client:** United Bank of India

### Roles and Responsibility

- Collection of Cheque from all branches in limited time.
- Present Cheque to RBI by CTS (outward) System (CTS-Cheque Truncation System a software which is being used by many banks to send their cheque to RBI).
- Coordinate with branches about default of cheque.
- Coordinate to RBI to received reports declined and accepted cheques.
- Prepare MIS for all cheques received from the branches and send back to them.
- Keep all record maintain about the cheque cleared and bounce.
- Call to Customer whose cheques are bounced.
- Send all Bounced cheque to customer in nearby branch.

### Personal details:

Date of Birth : 13 Sep 1990  
Gender : Male  
Nationality|State : Indian|Delhi  
Religion : Hindu  
Languages Known : English, Hindi  
Marital Status : Single  
Address : H. No. 3808, Gali Ram Nath Patwa, PaharGanj,  
New Delhi-110055.

### Declaration:

I hereby declare the information furnished above is true, complete and correct to the best of my knowledge and belief.

Krishan Kumar

