

CURRICULUM VITAE

HAJARI LAL DHANKA

Dhanko Ka Mohalla

Surajpura @ Toontoli

Dist-Jaipur Rajasthan-303903

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Objective

To work with an organization this stimulates creativity and learning so that I can contribute to organization growth and at the same time continuously improve my efficiency and knowledge.

Work Experience

Company Name	SHRI HARI GROUP
Designation	Back Office Executive
Duration	June 2017 to Till Now.
Role & Responsibility	Assist & Co-ordinate with sales team and marketing team. Supporting administrative staff, Assistance front office staff, Filing / paper management, Book keeping, Maintain Customer records, Communicating with upper management to develop strategic operations goals, Management of Customers Files & Data, Manage all back office work, Prepare to MIS, Co-ordinate to Business partner channel. Calling and meeting with clients for relevant work, Resolve Customer queries on call or mail & provide them best solution, accept payments & Issuance of Payment Receipts & challans.

Company Name	A.K.G. Affordable Housing Pvt. Ltd.
Designation	Back Office Executive
Duration	September 2016 to March 2017.
Role & Responsibility	Prepare Allotment Letter, Demand Letter, Agreement to Sale, NOC or PTM, Bank & NBFCs TPA or QPA, Type other relevant Official & Unofficial letters & Docs etc.

Company Name	Shriram General Insurance Co. Pvt. Ltd. (H.O.) Jaipur.
Designation	Customer Service Executive (Customer Help Desk Dept).
Duration	June 2014 to August 2016
Role & Responsibility	Take calls of claim Intimation, Surveyor Appointment, Claim Registration, Process requests received from clients within the defined TAT, Follow up for the cases pending requests.

Company Name	GENPACT INDIA PVT LTD.
Designation	Process Associate.
Duration	February 2011 to August 2012.
Role & Responsibility	Take Calls, Solve Customers Queries, Raise Complaint and Take Customer Requests.

Education Qualification

Qualification	Board/University	Year of passing
10+2 th	Rajasthan Board Ajmer	2009
Graduation(B.A.)	Raj. University	2012
M.A.(Pre) History	Raj. University	2017

Computer Efficiency

Good Knowledge of Ms-Excel, Ms-Word, Internet & other applications, Good Typing speed in Hindi & English, Knowledge of working on software.

Skills & Strength

- ❖ High adopting power, Dedication & Self motivation.
- ❖ My analytical approach while solving problem.
- ❖ Good communication skill.
- ❖ Punctuality & Hardworking.
- ❖ Good Convincing Power.

Pastimes and Hobbies

- ❖ Playing and watching cricket.
- ❖ Listening music.

Personal Details

Father's Name : Shri. Bhanwar Lal Dhanka
Gender : Male
Marital Status : Married
Date of Birth : 15th June 1990
Languages Known : Hindi, English
Permanent Address : Dhanko Ka Mohalla, Surajpura @ Toontoli
Dist-Jaipur, Rajasthan – 303903.

Declaration

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Date:-

Place: - Jaipur

(HAJARI LAL DHANKA)