CURRICULAM VITAE

**VINOD KUMAR**

**Flat No A-12, Khasra # 300/2, 2nd Flr**

**Ghitorni, New Delhi: 110030**

**E-mail: vinodkumarup@yahoo.com**

**Mobile: 9711314142**



CAREER OBJECTIVES

A challenging growth oriented position in a progressive company which would bring out the best in me, enhance my knowledge, where my skills are utilized to improve operation and contribute towards the organization’s success.

CUSTOMER SERVICE SKILLS



* Extremely comfortable and willing to work in 24x7 environment.
* Typing speed of 45-50 words per minute.
* Patient listening skill.
* Organized and detailed oriented, knack for understanding procedures and logistics.
* Proven ability to work well under pressure.



WORK EXPERIENCE

**Company : AGRIM FINANCE SOLUTION**

**Duration : 1ST AUG 2018 to Till date**

**Designation: Associate Team Leader.**

Company Profile – Agrim Finance Solution is a channel partner to sale the Unsecured / Secured Business Loans as per agreement with multiple banks.

Job Profile – Working for AGRIM in Unsecured Business Loan back-end department to review the loan papers and calculating the Amount Eligibility.

Responsibility:

* Responsible to login a file into the respected banks
* Responsible to complete all the pending documents in the banks during loan file processing
* Responsible to follow-up with bank and customer as well to complete the loan processing requirements.
* Responsible to complete all the disbursement kits
* Responsible to handle the customer for their queries during and after loan processing.



PREVIOUS WORK EXPERIENCE

**Company : NTT DATA Global Delivery Services Private Limited**

**Duration : 13th Jan 2014 to 23 July 2018.**

**Designation: Associate Team Leader.**

Company Profile - NTT DATA Group is a global innovator in the field of information technology and consulting services. NTT DATA Group is rapidly expanding its global business to become the "Global IT Innovator," and today we provide high-quality IT solutions and consulting services to customers worldwide.

Job Profile – Working for SE2 in Annuity processes which deals in new Contract setup for customers which include thorough research of the application. After issuing the contract maintain the contract as per client’s Financial & Non-Financial requests for different plans like NQ, IRA etc.

Financial Transactions: Partial & Full Redemptions, Outgoing transfers, Systematic Withdrawals, Automatic Reallocation, Dollar Cost Averaging, Exchange, Purchase, Internal conversion etc.

**Company: NIIT TECHNOLOGIES**

**Duration: 24TH Jan 2011 to 10th Jan 2014**

**Designation: Sr. Operation Executive.**

Job Profile – Worked for ING Financial in Annuity processes which deals in maintaining the contract as per client’s financial & Non-financial requests for different plans like NQ, IRA etc.

Financial Transactions: Partial & Full Redemptions, Outgoing transfers, Systematic Withdrawals, Annuitization, Automatic Asset Reallocation, Dollar Cost Averaging, Exchange, Purchase, Reconciliation etc.

Non-Financial Transactions: Ownership Change, Annuitant change, Primary & Contingent Beneficiary Change, Name change, POA addition, Address change, Return Mail etc.

**Company: OMNIGLOBE INTERNATIONAL**

**Duration: 22nd Sep 2008 to 19th Jan 2011**

**Designation: Data Processing Engineer**

Job Profile – Worked for WINDSTREAM a service provider carrier which deals in maintaining the accounts as per client’s interest to add, disconnect or partially port their BTNs.



EDUCATIONAL ATTAINMENT

* Certified in Finance & Human Resource Management from IIBM in 2018.
* Bachelor of Science (B.Sc.), 2004 from CCS University Meerut Uttar Pradesh.
* Inter Mediate - 2001 from Up Board Allahabad.
* High School – 1999 from UP Board, Allahabad.



SkillS

Computer Skill: Windows 2000/XP, Windows-7, MS–Office 2003/2007, Internet, E-mail, printer, scanner.

Other Valuable Skills:

* Strong logic and aptitude for fast and adaptive learning.
* Willing to learn and apply my knowledge to practical situations.
* Analytical, Dynamic, Confident and Excellent public relation.
* Believe in hard-work as well as smart-work with Honesty & Integrity.
* Ability to work & deliver under deadlines, Positive Attitude. Acceptability of new ideas & initiatives in rewarding career.



INTERESTS & HOBBIES

Working on my PC.

Making friends as many as I can.

Listening to Music**.**

Exploring new technologies and reading.

Playing cricket.



PERSONAL PROFILE

Name : Vinod Kumar

Father’s Name : Mr. Yogendra Singh

Date of Birth : 21st April 1985

Marital Status : Married.

Languages known : Hindi, English

**Declaration:**

I consider myself familiar with BPO OPERATIONS Aspects. I am also confident of my ability to work in a team.

I hereby declare that the information furnished above is true to the best of my knowledge.

**Date:**

**Place: (VINOD KUMAR)**