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| CURRICULUM VITAE |
| ***SAHIL ARORA******Address:****B-1,2272,**Baanian Wala Mohalla,**Old Rajpura, Distt. Patiala.****Email Id:******Sa68444@gmail.com******Contact No:******9541491647******Personal Data:****Father’s Name: Sh. Jawahar Lal Arora**Date of Birth :July 20,1992**Gender : Male**Nationality : Indian**Marital Status : Single**Language: English, Hindi* *& Punjabi****About My Self:****I aspire to do justice to my work. I believe that honest efforts for doing a work never get wasted. My Strength lies in my perseverance and inter-personal skills that contribute in all possible ways to achieve the goal.* | Career Objective* To contribute to an organization with my Technical and Analytical skill in the process of growth, and thereby learning at each step.

Academic Qualification * Graduation from Himalayan Garhwal University.
* Three Years diploma in Plastic Technology from Govt. Polytechnic, Ambala City
* 15 month computer course (MS Word, Excel, Power Point, HTML)
* Senior Secondary from Punjab School Education Board, Mohali.
* Matriculation from Punjab School Education Board, Mohali.

Experience**PC Financial Services Private Limited, Gurugram –Assistant Manager (February 2019 to November 2021).**

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| * Stretch Report and efficiency For all Bucket
* Maintaining Quality penalty report
* Day Vs Day Comparison for Senior Management
* Data Maintenance and accuracy
* Design and Data Review Specifications
* Prepared data to the management for the validation and approval
* Roster planning on weekly basis and Manage the Work
* Prepared bonus data basis on the month end performance of the employees basis the defined calculation by the management
* To send the requirement to management team On the basis of assumption
* Made Performance Improvement plan (PIP) on the basis of weekly and monthly achievements
* Maintain Alignment between Team Leader and Operations Manager
* Pursued excellence in performing duties, are well informed and prepared, and constantly endeavor to increase proficiency in all areas of responsibility.
* Did CRM related tasks
* Allocated the cases to collection executives on daily basis bucket wise
* Bucket movement according to DPD days
* Managed two outsource companies for collection purpose
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**Home Credit Finance, Gurugram-Specialist** **(March 2017 to November 2018)*** Made arrangements for conference calls
* Lead the field executives
* Handled more than 200 cases for collection per day

**Computer Engineer in Saiom Sanitators & Plastic Pvt. Ltd. - Computer Engineer (September 2015 to October 2016)*** Maintained inventory for the material

Strengths* Progressive, Positive Attitude, Punctuality & Sincerity
* Commitment towards work, Hardworking & Honesty
* Learner from every moment of life

Special Interest & HobbiesI spend my time apart from academics I am very fond of listening to music and making new friends, Communicating with People, Serving people at my best potential and travelling, playing etc.Aim of LifeTo Balance my personal and professional life and also become successful in whatever field I work, be it my personal or professional fronts.**Date:****Place: Gurgaon (Sahil Arora)** |