**RESUME**

MAKAM MANOJ KUMAR Email: manojmakam99@gmail.com

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**Objective:**

To work for an organization that provides a learning environment with ample opportunities to diversify knowledge and skills and offer a good potential for growth.

**Competencies:**

* Curiosity to learn and grasp as much of any situation.
* Patience and perseverance.
* Self-motivation and self-confidence.
* Representative as a positive builder.
* Ability to adjust to any kind of environment.

**Skills:**

* Good communication skills.
* Quick learner.
* Good in marketing

**Academic background:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Course of Study** | **School/Institution** | **University** | **Subjects** | **Percentage** | **Year of Completion** |
| Graduation | Sabarmati University | Sabarmati University | B.com (comp) | \_ | pursuing |
| Intermediate | Krishnaveni college | Board of intermediate education | HEC | 35 | 2020 |
| SSC | Bhasyam High School | Board of secondary education | General | 73 | 2015 |

**Computer skills:**

* MS office
* Basic knowledge of HTML

**Work Experience:**

Work as a DSA SS GLOBAL FINTECH PVT LTD as a personal loan in star powers for 6months, Hyderabad SR Nagar.

**Roles and Responsibilities:**

* Working in a busy and high-volume environment and delivering consistency.
* A high degree of accuracy and attention to personal details. Good businesses and commercial awareness.
* Company category status, identifying the location for positive verification.
* Approving or rejecting the cases as per company credit policy.
* Maintaining Relationship with Manager for continuous betterment.
* DSA limit approval based on monthly business, targets for 10lakhs max.

Work as a DSA HANVIER FINTECH PVT LTD as a personal loan & credit cards in star powers for 6months, Hyderabad Erragada.

**Roles and Responsibilities:**

* Cold Calling clients to pitch personal loan
* Filtering Interested Customers and Checking the company category and eligibility
* Uploading login sheet
* Follow-up for pending documents

Working in **TELEPERFOMANCE GLOBAL SERVICE PVT LTD** as **“Customer Service Associate”**

**Roles and Responsibilities:**

* Addressing Customer Queries via Calls and Emails.
* Addressing close to 100 customers every day

**Extra-Curricular Activities:**

* Ability to work and coordinate in a team.

**Hobbies:**

* Travelling
* Browsing Internet
* Listening to music

**Personal Data:**

Date of Birth : 12-08-1999

Sex : Male

Nationality : Indian

Marital Status : Single

Languages known: English& Telugu & Hindi

**Declaration:**

I hereby declare that all the information provided above is true and correct to the best of my knowledge and belief.

Place:

Date: **(MANOJ KUMAR)**