

RESUME

CARRIREOBJECTIVE: To Receive The Opportunity To Work Within A Progressive Corporation In Order To Gain The Professional Skills And Experience Necessary To Conduct Business And Customer Relations, And Eventually Benefit The Productivity And Growth Of A Rising Company

PERSONAL DETAILS

NAME	NEHRU AJAY
DOB.	10/06/1998
GENDER	MALE
MARITAL STATUS	MARRIED
NATIONALITY	INDIAN
LANGUAGE	HINDI /ENGLISH/ CHHATTISGARHI
FATHER NAME	KARTIK RAM AJAY
MOTHER NAME	TIL BAI AJAY
GMAIL ID	Nehruajay09@gmail.com
CONTACT	7909850166
ADDRESS BHATHA PARA KUSMUL WARD NO.03 KUSMUL BLOCK DABHRA DISTRICT JANJGIR CHAMPA CHHATTISGARH	

EDUCATION

DEGREE/COURES	INSITUTE	YEAR	PERCENT
10TH	GOVT.HR.SEC SCHOOL SAKTI	2017	46.4%
12TH	GOVT.HR SCHOOL KOTAMI	2019	58.8%
GRADUATION	DABHRA COLLEGE	2022	68.72%

ROLE AND RESPONSIBILITIES

Handling the Profile Of Front Desk Officer ,Handling all Disbursements ((Group loan ,individual Loan Business Loan)) and Loan process file completed checked. .Achieving the set profitability Target through right mix of business, negotiating

Handling the Profile Of Front Desk Officer ,Handling all Guest Allocating guests their roomsand providing keys. Answering phones from prospective customers and guests, taking messages and delivering them. Completing administrative tasks such as filing and photoc

WORK EXPERIENCE

2.YEARS	AAROHAN FINANCIAL SERVICES LTD
DESIGNATION	CUSTOMER SERVICE REPRESENTATIVE
ORGANIZATION	BUSINESS & COLLECTION
14.MONTH	BELSTAR MICROFINANCE LTD
DESIGNATION	SENIOR SEALS EXECUTIVE
ORGANIZATION	BUSINESS & COLLECTION
6.MONTH	UNITY SMALL FINANCE BANK
DESIGNATION	CUSTOMER RELATIONSHIP MANAGER
ORGANIZATION	MICRO ENTERPRISES LOAN
TILL TIME	HOTEL SHEELA GREEN
DESIGNATION	FRONT OFFICE EXECUTIVE & CASHIER

PROFILE SUMMARY:

- Problem-solving
- Reservation management
- Customer service excellence
- Cash Handling and Accounting
- Multitasking and Time Management
- Knowledge of hotel software systems
- A team player with optimizes Attitude
- Ablity to maintain office database & Records

TECHNICALSKILL

- Banking Software
- Well versed with MS-OFFICE,MS-WORD

PERSONALITY TRAITS

- Active Listener
- Persuasive
- Empathetic
- Adaptable

STRENGTHS:

- Positive Attitude And Determination
- Hard Working And Sincere
- Willingness to take on Responsibility
- Good Decision Making And Analyt lical skills

- Strong Sense of Ethics

HOBBIES:

Traveling/make Friends meeting new people

DECLARATION:

I Hereby declare that the above mentioned information true to the best of my knowledge and belief

DATE

SIGNATURE