RESUME

RAJA MOHAMMAD

Address : Vill.Sauna, P.O. Sauna, P.S. Barhariya , Pin.841438, Dist.Siwan, (BIHAR)

Mobile   : +966 578043569 / +91 7678380367

E-mail : rajamohammad21@gmail.com

OBJECTIVE   :

To be a part of a reputed organization having scope for utilization and improvement of skills, knowledge and experience with wider scope for growth with the organization.

WORKING PROFILE :

▶▶ At present with Abdul Ajij Al-Flaiw Factory , Al Qasim, Saudi Arabia

▶▶ Former Mahindra & Mahindra Financial Services Ltd.

▶▶ Former Al-Ahli Restaurants Co. as a HDD cum DISPATCHER , Saudi Arabia

▶▶ Former Siwan Tractors pvt.ltd. as a Service Advisor

Total Experience   :   8 years

Current Designation : Collection Executive

JOB PROFILE   :

▶ To give reminder to the customers before due date
▶ To visit with customer at home
▶ To take PTP & visit for collection
▶ To collect monthly EMI and deposit at branch
▶ To guide the customer about online loan payment
▶ To resolve NPA cases
▶ To focus on monthly target
▶ To make good relationship with clients for repeat business etc.

ACADEMIC QUALIFICATIONS :

Class	Board/University	Year	Division
B.com(Gen.)	CALCUTTA UNIVERSITY	2009	PASS
H.S.	W.B.C.H.S.E.	2006	PASS

Board Exam	W.B.B.S.E	2003	PASS

PROFESSIONAL QUALIFICATION :

✔ Completed **Diploma in Automobile Engineering** (2 years) from " The George Telegraph Training Institute" Kolkata in the year 2008

✔ Completed Call Centre Communication from "Hero Mind mine"

COMPUTER PROFICIENCY :

✔ Completed ADCA from SASS Computer Centre in the year 2007

PERSONAL DETAILS :

Date of Birth   : 23rd April, 1986

Father's Name   : Hakim Mohammad

Religion   : Islam

 Nationality   : Indian

 Sex   : Male

Marital Status   : Married

Language Known : English, Hindi & Bengali

PERMANENT ADDRESS :

Vill. Sauna, P.O. Sauna, P.S. Barhariya, Pin.841438, Dist.Siwan, (BIHAR)

Declaration :   I Raja Mohammad hereby declare that all the above mentioned statements are true to the best of knowledge and belief.

Date :

Place :

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Signature