

## CURRICULUM VITAE

### **M.Pradeep Kumar**

**Address:-**B-696 Budh Nagar, Inderpuri, Central Delhi-12

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### **OBJECTIVE:**

To look for a career, this has the scope for professional growth in Interpersonal and organizational spheres. I want to be a part of an organization, which gives me an Opportunity to perform and broaden my horizon.

### **WORK EXPERIENCE:**

**Expedite AR Management Pvt Ltd:-**provide a wide spectrum of Accounts Receivable outsourcing and Debt Recovery services to their global customers..(September 2016 To October 2018).

### **RESPONSIBILITIES:**

- Maintaining day-to-day operation.
- Handling team and achieve the sales target with team and we were serving to reputed companies on pan India level.
- Identifying and then researching potential leads and opportunities. Constantly developing existing sales processes which will generate sustainable growth.
- Contacting prospective clients by phone and email.
- Collection of C-Form and Debt Collection.
- Payment collection and regular follow up with the clients.
- Collect Current and Overdue outstanding debts on behalf of a large Business.

**Welsher Solutions Pvt.Ltd. As Commercial Executive (November 2018 To February 2020).**

### **KEY RESPONSIBILITIES:**

Had working as a Commercial Executive. We are providing our Expertise Services for Accounts receivable and Post Sales Tax Forms Collections to almost all leading Industries and Sectors at PAN India as their Preferred Associate Partners for sharing their DSO/Cash Flow pressure through our effective service delivery for Debt and Post Sales Tax Forms collection.

### **JOB RESPONSIBILITY**

- Payment collection (New & Old) maintains the records and regular follow-ups with the clients for the same.
- Maintain the daily fund reports and balancing the amount in the Excel.
- Maintain client database on daily basis and daily records for new entry and the exits clients.
- Maintaining the records for client Logins (Demo or Full time) and confirmation of renewal of logins for their services.
- Maintain and manage stationary and office inventory.
- Responsible for developing own portfolio of customers.
- Manage interline travel for all employees.
- Dealing with a diverse range of clients in the private and the public sector.
- Negotiating with the debtor to expedite the recovery process

## **STRENGTHS**

- Good Interpersonal Skills, Willing to learn.
- Passionate about work & Success
- Punctual and Hard working

## **ACADEMIC QUALIFICATION**

- Class X from CBSE Delhi Board in (2012)
- Class XII from NIOS Delhi in (2018)

## **COMPUTER PROFICIENCY**

- Basic working Knowledge of Computer
- Well versed with Excel, Word and PowerPoint.
- Internet browsing and sending and receiving mail with Outlook express.

## **OTHER SKILLS**

- Effective Presentation Skills
- Leadership skills
- Negotiation skills

## **PERSONAL INFORMATION:-**

**Name:-** M.Pradeep Kumar.

**Date of Birth:-** 21<sup>st</sup>-Aug-1997.

**Father Name:-** Late.Munswamy.

**Marital Status:-** Unmarried.

**Hobbies:-** Reading, Sports and Martial arts.

**Language:-** Hindi, Tamil & English.

**Nationality:-** Indian.

## **Declaration:**

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

**(Pradeep Kumar)**

**Date:**

**Place:**