



Contact

Phone
+971 547841093
Whatsapp
+971 547841093

EMAIL ID
kishanbolle@hotmail.com

Address
Meena Bazaar Dubai

Education

2009
M.com(E-commerce)
University/College
2006

B.com(computers)
Osmania university

2003
CEC
Board of intermediate
1999

SSC
Board
Secondary
Education
Skills

MS-office
word,excel,powerpoint
Application Software's MSOffice
windows 1

working with excel and
updating MIS report of all RMs

- Using excel creat pivot table, v-lookup
and H-lookup filtering Typing speed 35
wps

Language

English
Hindi
Telugu

kishan bolle

Computer Operator

OBJECTIVE:

To work in an environment that gives me an opportunity to use my technical and inter personal skills as a result will be a part in the growth of the company.

WORK HISTORY

Oct 2022 - Jan 2023

TATA CAPITAL FINANCIAL SERVICES LTD Hyderabad India
Customer Sales Executive

- Responded to telephone and in-person requests for information.
- Maintained routine communication with clients to assess overall satisfaction, resolve complaints and promote new offerings.
- Set up appointments with potential and current customers to discuss new

March 2017 - Oct 2022

IDFC FIRST BANK LTD Hyderabad India
Sales coordinator(Team Leader)

- Coordinate with RMs on daily targets and preparing MIS on excel.
- Coordinate with team and update on daily achievements.
- Update daily MIS with RM wise Call to customer for personal loan requirements and login file and check the eligibility.
- Preparing daily and monthly MIS all RMs achievements. • working with excel on daily basis.

July 2016 - March 2017

KARVY - Data Entry Operator, Hyderabad, India
Data Entry Operator

Maintained detailed administration and office procedures to improve accuracy and efficiency.

- Supported executive leadership and office staff by managing operational workflow.
- Verified accuracy of information and sorted information of documents for computer entry.
- Registered new customer account details in system.

March 2012 - October 2013

GENPACT - HYDERABAD India
Process Associate

- As process associate my work is to do calls to customer and ask for payments on loans.
- This process on outbound calls and track the payments on loans

March 2010 - March 2011

H.K. net solution ECIL Hyderabad
India Data Entry And Computer
Operator

- Wrote reports and correspondence from dictation and handwritten notes.
 - Registered new customer account details in system.
- Verified accuracy of information and sorted information of documents for computer entry.

Supported executive leadership and office staff by managing operational workflow.



SKILLS

[HTTP://WWW.LINKEDIN.COM/IN/
K I S HAN-BOLLE-316517285](http://www.linkedin.com/in/kishan-bolle-316517285)



[HTTPS://WWW.FACEBOOK.COM
/ V I J AYKISHANMLP/](https://www.facebook.com/vijaykishanmlp/)



[HTTPS://WWW.INSTAGRAM.CO
M / KI SHANBOLLE2012/](https://www.instagram.com/ki_shanbolle2012/)

EDUCATION

EXPERIENCE

CONTACT

STRENGTHS

- POSITIVE ATTITUDE
- SELF CONFIDENT

PERSONAL DETAILS

NAME : BOLLE KISHAN

FATHER NAME : Gangasham

Date of Birth / Age : 05/12/1983

Nationality : Indian

Marital Status : Married

Gender : MALE

Religion : HINDU

PASSPORT VISA STATUS

Passport No. : W7832154

Valid : 9/11/2022 TO 28/11/ 2032

Visa Status : 09/11/2023 to 08/11/2025

DECLARATION

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