

Contact

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EMAIL ID

kishanbolle@hotmail.com

Address Meena Bazaar Dubai

Education

2009

M.com(E-commerce) University/Colle g e 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

Of

 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

T Oct 2022 - Jan 2023

TATA CAPITAL FINANCIAL SERIVCES LTD Hyderabad India

Customer Sales Excutive

- 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 prepairing MIS on excel.
- Coordinate with team and update on daily achievements.
- Update daily MIS with RM wise Call to customer for personal loan
- requirments and login file and check the eligibility.

• Prepairing daily and monthly MIS all RMs achievments. • 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.

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 outbond calls and track the payments on loans

March 2010 - March 2011

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

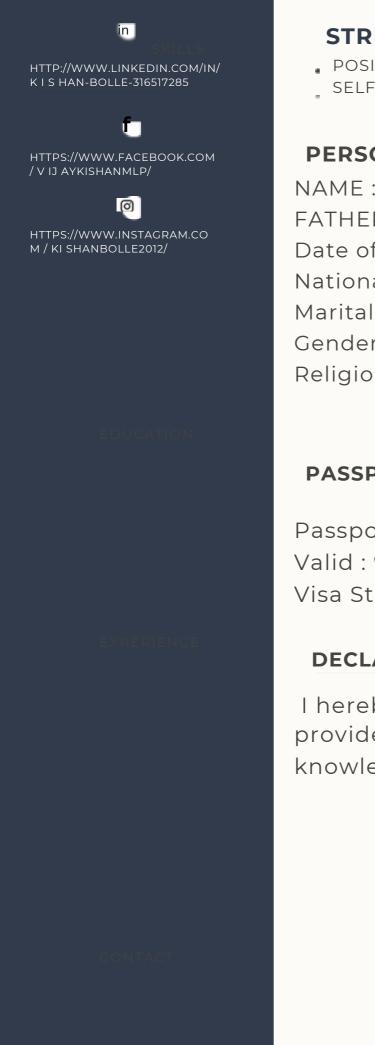
Operator

• 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.



STRENGTHS

- POSITIVE ATTITUE
- SELF CONFIDENT

PERSONAL DETAILS

NAME : BOLLE KISHAN FATHER NAME : Gangasham Date of Birth / Age : 05/12/1983 Nationality : Inidian 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.