



# Premdan Charan

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## Objective

To work for an organization on a challenging position which enhances my professional skills and provides me an ample future and it should be mutual beneficial for me and organization

## Personal Details

- Date of Birth : 02/08/1998
- Nationality : Indian
- Marital Status : Single

## Skills

Basic Computer Knowledge	60%
Negotiation skills	80%
Team leadership skills	100%
Sales and Marketing skills	100%
Customer service skills	100%

## Language

- Hindi
- English
- Rajasthani

## Interests

- Hard Work
- Challenging Situation
- Listening Music
- Visit Historical Places

## Experience

- **Bajaj Finance Ltd. / Collection Agent**      **01/08/2021-01/10/2022**  
Following up on allotted accounts to trace unpaid debts. Handling debtors' accounts. Find debtors and contact them to ask about their payment status. Discussing payment terms or deadlines. Responding to inquiries or complaints, Develop ways to expedite collections by negotiating payment schedules. Regularly updating account status and database. Notifying supervisors of debtors who are unwilling or unable to pay as required.
- **Teamlease Service Limited / Collection Team Leader / Associate Trainee**      **20/10/2022-09/09/2023**  
Team working . Timely updating of accounts of debtors. Meeting debtors and solving their problems. Helping the team in collecting overdue amounts from debtors. Managing and guiding the team. always motivating the team for work, supporting the team, working with the team to achieve the targets given by the company.

- Reliance Nippon Life Insurance Company / 15/09/2023-15/02/2024

**SR. Agent Recruitment And Development**

**Manager ( Sales Manager)**

Creating agents with good profile, making them learn the work and developing them, selling the insurance policies of the company, meeting as many people as possible and explaining and selling the insurance policies of the company to them.

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**Education**

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| • <b>Kalinga University</b><br>Bachelor Of Arts                                  | <b>01/06/2021</b> |
| • <b>Board Of Secondary Education, Rajasthan</b><br>Senior Secondary Examination | <b>30/06/2015</b> |
| • <b>Board Of Secondary Education, Rajasthan</b><br>Secondary Examination        | <b>30/06/2013</b> |

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