

**CURRICULUM VITAE**

# VIJITH

# [VIJITH.148874@2freemail.com](mailto:VIJITH.148874@2freemail.com)

## CAREER OBJECTIVE

**PREVIOUS EXPERIENCE**

**PERSONAL SKILLS**

**ACADEMIC PROFILE**

**LANGUAGES KNOWN**

To obtain a job within my chosen field that will challenge me and allow me use my education, skills and past experiences in a way that is mutually beneficial to both myself and my employer and allow for future growth and advancement.

## INDUSIND BANK LTD, KERALA ,INDIA (one year)

**Collection Agent ( Vehicle Insurance)**

Job Responsibilities :-

* Initiated consumer negotiations for debt recovery through phone and mail contact
* Performed data entry level tasks for systemizing the employee information system.
* Conducted payment transactions electronically and negotiated payment arrangements for customers on their accounts.
* Responsible for contacting overdue customers and collected on historical due amount.
* Received inbound calls and answered questions from customers satisfactorily
* Excellent telephone and computer skills
* Excellent time-management skills
* Detailed oriented
* Excellent analytical and problem solving skills
* Ability to successfully multitask and be able to work with large volumes
* Demonstrated proficiency in MS Office, Excel, Word and Outlook.
* Team player.

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| EDUCATION | UNIVERSITY | YEAR |
| Bachelor Of Commerce | Kannur University | 2015 |
| HSE Commerce | Education Board of Kerala | 2012 |
| SSLC | Education Board of Kerala | 2010 |

## English, Hindi And Malayalam.

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| Date Of Birth | 22-10-1993 |
| Sex | Male |
| Nationality | Indian |
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**PERSONAL DETAILS**

**VISA DETAILS**

**HOBBIES**

**DECLARATION**

Visit Visa Expiry On **10th August 2017**

Reading, Interacting with people and Listening Music.

The information furnished above is correct and true to the best of my knowledge.