



Ankit Kumar

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Objective

Professional with 4 years of experience in customer support desk. I have been primarily responsible for all operation query for the Customer and MFD support and also lead generation for the organization growth. Looking to work in a dynamic organization where I can contribute to driving more business and get an opportunity to grow my career.

Experience

- **Nippon India Mutual Fund(former Reliance mutual fund)** April 2018 - Present
Sales support.
 1. Operating k-bolt for the investors query and support.
 2. KYC processing
 3. Daily MIS reporting to the Operation Head
 4. Maintain Dashboard on monthly basis.
 5. Distribution services
 6. E-mail support
 7. Direct sell to the walk-in investor
 8. Some RBT partners also map with us for there requirement and services. Also deal with them on daily basis.
 9. Timestamp
 10. Punching

Education

- **Delhi university** 2021
Bachelor of Arts(BA)
- **CBSE DELHI** 2018
12th
- **CBSE DELHI** 2016
10th

Skills

- Microsoft office(powerpoint,word,outlook,excel and advance excel.
- NSDL software for the kyc processing.

- Fluent In English
- Type 60 words per minute

Interests

- Watching news.
- Interaction with people.
- Sports
- Music

Languages

- English
- Hindi

Personal Details

- Date of Birth : 9.April.2000
- Marital Status : Unmarried

Reference

- **Kamal Mehta - "Taurus mutual fund."**
Country Head (Retail sales)
9899978409

Certification

- Nism series VA.