

ANKIT KUMAR



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House Number-C 561 Radha vihar

Saboli mandoli Delhi-110093.

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) Sales support.	April 2018 - Present
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Operating k-bolt for the investors query and support.

KYC processing

Daily MIS reporting to the Operation Head

Maintain Dashboard on monthly basis.

Distribution services

E-mail support

Direct sell to the walk-in investor

Some RBT partners also map with us for their requirement and services. Also deal with them on daily basis.

Timestamp

Punching

EDUCATION

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

CERTIFICATION

Nism series VA.

SKILLS

Microsoft office(powerpoint,word,outlook,excel and advance excel.

NSDL software for the kyc processing. Fluent In English

Type 60 words per minute

LANGUAGE

English

Hindi

INTERESTS

Watching news.

Interaction with people.

Sports

Music

PERSONAL DETAILS

Date of Birth : 9.April.2000

Marital Status : Unmarried