

## **RESUME**

### **NIKET TIWARI**

Nav Nivesh colony

Jabalpur (M.P.)

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### **Objective:**

- 1• To work in a challenging dynamic environment to keep adding value to myself and simultaneously contribute to the growth and success of organization and society.

### **Summary:**

- 2• More than 19 years of working experience in Sales and collections. .
- 3• Have the motivation to take independent responsibility as well as ability to contribute and be a productive team member.
- 4• Flexible to adapt in any new environment and work on any area.

### **Qualification:**

2004	• <b>Xth</b> from Board of Secondary Education MP Bhopal.
2006	• <b>XIIth</b> from Board of Secondary Education MP Bhopal.
2011	Bachelor of Commerce ( <b>B. Com</b> ) from Rani Durgawati Vishwavidyalaya Jabalpur.
2018	• Master of Social work (MSW) Mahatma Gandhi Chitrakoot Gramodya Vishwavidyalaya Chitrakoot- Santa (M.P.)

### **Strengths:**

- 5• Build up Good Relationship.
- 6• **Good Team Management.**

**Total work Experience: 19 years in Finance Sector (collections).**

**Professional Experience:**

**Presently working with HDB Financial Services Limited.  
Rewa As a Post Of Collection Manager**

**Working with:** 18 August 2025 to till date.

**Products:** Personal loan/Business Loan /Home Loan .

**Job Responsibility:**

- 7• Handling to collection (1-30) surrounding to Rewa ,Satna ,Umariya ,Anuppur Location.
- 8•Updating daily basic collection in my area collation manager
- 9• Handling customer services (NOC, FOC, SOA, etc).

**Home credit India finance Pvt. Ltd. Jabalpur as a post of  
Agency manager**

**Working with:** 1<sup>st</sup>September 2016 to 31<sup>st</sup>JAN 2025.

**Products:** personal loan/ consumer durable loan

**Job Responsibility:**

- 10• Handling to collection (0-90) bucket (4-6) bucket write off surrounding to Jabalpur location.In House Team Employed 15 employees.
- 11• Updating daily basic collection in my area collation manager
- 12• Handling customer services.

**Shri Ram Equipment Finance Com. Ltd.  
Jabalpur as a Post of Recovery Head.**

**Working With:** 1<sup>st</sup> June 2012 To aug 2016

**Products:** Commercial Equipment.

**Job Responsibility:**

13• Handling to collection (0-90) bucket surrounding to Jabalpur, Narsinghpur, Seoni, Katni location .

14• updating daily basic collection in my collection manager

15• Handling customer services (NOC, FOC, SOA, etc)..

**Worked with Fullerton India Credit Company Limited Jabalpur as a  
Collection officer.**

**Working With:** Aug 2009 To May 2012

**Products:** Used Car/ Two-Wheeler.

**Job Responsibility:**

16• Handling to collection (0-90) bucket surrounding to Jabalpur,

17• Resolve audit issues.

18• Handling customer services NOC, FOC, SOA etc

**Worked with of SKS MICROFINANCE Jabalpur as a (ABM).**

**Working With:** Sep.2006 to Jan. 2009.

**Products:** Personal Loans.

**Job Responsibility:**

19• Handling Operations and Customer service.

20• Handling full Process for the File Login Till Disbursement.

21• Full File Checking, Data Entry etc.

22• Resolve audit issues.

**Career Highlights:**

23• Excellent career track record in the areas of Marketing, Team organization and Customer Relations.

**Computer Skill-Set:**

24• Windows, MS-Office (Excel, Open office, Word), Internet.

**Personal Details:**

**Father's Name-** Shri Ram Yash Tiwari.  
**Mother's Name-** Smt. Geeta Tiwari.  
**Marital Status-** Married.  
**DOB -** 10/08/1987.  
**Gender-** Male.  
**Languages Known-** Hindi, English.

***Date:***

***Place: Jabalpur.***

***(NikeT Tiwari)***