

Resume

Valikalasai Raja sekhar
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OBJECTIVE

To secure a responsible position in a reputable organization where I can utilize my skills in collections, recovery, backend operations, and documentation while contributing to organizational growth.

SKILLS

Collection Calling & Negotiation Skills

Backend Operations & Documentation

Customer Handling & Communication

MS Office (Word, Excel, Email Writing)

Data Entry & Record Management

Problem-Solving & Team Coordination

EXPERIENCE

Jan 2021 - Dec 2021
Vehicle Recovery Agent

Usha Business Solutions
Coordinated with clients for vehicle repossession cases.
Managed field recovery operations.
Maintained daily reports and case updates.

July 2022 - March 2023
Collection Telecaller

Spocto Solutions Pvt. Ltd.
Handled outbound collection calls.
Followed up with customers for overdue payments.
Updated system records after every call.

Sept 2023 - Jan 2024
Collection Telecaller

Paritosh Business Solutions
Managed EMI reminder and collection calls.
Negotiated repayment plans with customers.
Maintained accurate data entry.

Jan 2024 - Present
Collection Telecaller →
Backend & Documentation
(Internal Promotion in June 2024)

Spocto Solutions Pvt. Ltd.
Collection calling and customer follow-ups.
Backend support, maintaining documents and case files.
Data entry, verification, and updating records.
Coordinating with internal teams for smooth workflow.

EDUCATION

Degree / Course	University / Board	Percentage / CGPA	Year of passing
SSC	Rajkiya institute of opening school	65.3%	2016
HSC	Rajkiya institute of opening school	64.8%	2018

ADDITIONAL PERSONAL INFO

Address

Marthon Nexon MMRDA Rental Building R-2, Panvel - 410206

Languages	Hindi English Marathi Telugu
Date of Birth	02/12/2001
Marital status	Married
Nationality	Indian
Religion	Hindu
Gender	Male