

Ajay Thakur

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 New Delhi, India

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Career Objective

To seek an opportunity in an organization where I can learn continually and add to the set of my skills and to do my bit for the growth of the organization.

Academic Background

MASTER'S DEGREE-2024

MASTER OF BUSINESS ADMINISTRATION

(HUMAN RESOURCE & MARKETING)

Swami Vivekanand Subharti university Meerut
(UP)

BACHELOR'S DEGREE – 2021

Management Education and Research Institute
(BBA)

MDU – Rohtak

HIGHER SECONDARY (10+2) – 2016

Rainbow English Sr. Sec. School–New Delhi

Central Board of Secondary Education (CBSE)

MATRIC (10th) – 2014

Rainbow English Sr. Sec. School–New Delhi

Central Board of Secondary Education (CBSE)

Experience

Finance Executive – TBO.COM

10/2022 - 07/2023

- Payments-ensuring all payment run for some specific regions.
- Checklist of all required reports
- Tracking all the rejection and returns of payments.
- Coordinated with clients to provide them all the business requirements.
- Month and closings

About Me

Date of Birth: February 27, 1999

Age: 25

Gender: Male

Birth of Place: New Delhi, INDIA

Highlights

- Creative and Adaptive
- Good Communication Skills
- Representation skills
- Team Player
- Internet
- Basic Computer Skills and Knowledge

➤ **Software Proficiency**

- OPERATING SYSTEMS: Windows
- Application Knowledge: MS Excel, MS Word & MS PowerPoint

Skill



- Payments refund- Refunds for fraud deducted payments.
- Merchant Enquires- Attend to all questions from merchants.
- Returned mail- addressing all letters and mail that have been returned.

Tasks besides processing tasks.

- Keep up with the monthly data and error report
- Team attendance.
- Distribution of work.

Training Details

Languages

- **3 Months Maruti clothing Pvt. Ltd**

English

Hindi

Accounts billing, Sales

Receiving and sorting incoming payments with attention to credibility. Managing the status of accounts and balances and identifying inconsistencies. Issuing bills, receipts and invoice.