

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

Creativity

Imaginative

Communication

Anchoring

Enthusiasm

- 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



- 3 Months Maruti clothing Pvt. Ltd

Languages



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.