

Vikas Negi



H no 54 1st floor
Krishana enclave
Haibatpur Road, Derabassi
Punjab-140201

- +91-9988997533, 6283696017
- ✉ vikas.negi143@Gmail.com

Career Objective

I am looking for a career that offers me a challenging and learning environment To get actively involved in a professional environment where I can use my skills and utilize them for the growth of the organization effectively. I hope to contribute to growth in all function of business enterprises where I work.

Areas of Interest

- **Operations and support department** (Data MIS & analyst, Mailing, Backend, Customer Services, Software Handling, Team Handling).

Professional Qualification

Year	Course	% Obtained	Specialization	University/Board
2017	MBA	61%	MBA Marketing & Operations	Sikkim Manipal
2011	B. Sc-IT	68 %	COMPUTER IT	Punjab Technical University (Jalandhar)
2007	12TH	57%	NON-MED	CBSE
2005	10 th	74%	ALL	PSEB

Work Experience 3 :-Working in India's No-1 Local Search Engine JUST DIAL LTD. as MIS Analyst And Sr. Sales Coordinator (MARCH-2013 to Working)

Sr.No.	Key Responsibilities
1.	Taking Care Of Tele Marketing & Marketing Data MIS, Agents Monthly Targets, Branch sale Report, Appt reports and There Leads Done.
2.	Checking Various Circulars & Approval Mails.
3.	Daily Various Agent report required by Seniors i.e KPI, Progress Reports, Analysis reports..
4.	Coordination with Marketing Team As for cheques and contract forms
5.	CHQ's Receiving Contracts and Updating master File.
6.	Daily Marketing & Telemarketing Attendance



Work Experience 2 :-> Worked in a CALLCENTER associate of multinational company CONNECT BROADBAND and AIRTEL prepaid as CC Executive AND Backend Executive JALANDHAR. (SEP-2009TO MAR-2012)

Sr. No.	Key Responsibilities
1.	Attend all calls from field collection executives regarding their queries of customer numbers and disputes also solve them online so that customer will pay his bill.
2.	Handled all collection allocations, MIS others.
3.	Handled the collection receipt books Records and did the audit of that also.
4.	Operate all software's like CRM, PACS, OMNI Docs and others applications.
5.	PLAN MIGRATION from lower to higher plan

Work Experience 1 :-> Worked in PATEL HOSPITAL as Front office billing Executive JALANDHAR. (APRIL-2008 TO MAY-2009)

Sr. No.	Key Responsibilities
1.	Attend all calls of patient relatives regarding bill information attend their queries.
2.	Handled all BILLS, day report.
3.	Handling the Remarks of the allocations bill disputes.
4.	Operate all software's for hospital management.
5.	Coordinate with accounts for daily Billing details.

Skill-Set

- Customers Handling.
- Liasioning with vendors
- Hardware and basic maintenance
- Any software handling.
- Familiar with MS-Office:-
 - MS-Excel
 - MS-Outlook
 - MS-Power Point
 - MS-word

Personal Details

Date of Birth	24,FEB,1989
Father's Name	Sh. Meharban Singh
Marital Status	married
Hobbies	Playing TT, Listening Songs , Watching News
Languages Proficiency	Hindi, Punjabi, English
My Attributes	Positive Attitude, Creative Thinking, Innovative Planning, Submissive & Decent Nature

Declaration

I hereby declare that the above mentioned information is correct according to the best of my knowledge.

(Vicky Vikas)

