

RESUME

Rahul Soni
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Career Summary

- 3.5Years' experience in collection Agency.
- 4 years of experience in recruitment industry - NON IT / BPO recruitment which includes sourcing, screening, co-ordinating interview till joining formalities.

Key Responsibilities handled- Nucleus Debt Assessment (Dec 2020 – Till Now)

- Responsible to achieve given target by management and Client for Ludhiana City.
- Deposit cash and cheque's into banks.
- Issue receipt books to field executives.
- Maintain Daily MIS, Feedback and collected payments.
- Reply on mails of clients and do filing and paper work
- Work for Indusind Bank Credit Card Bkt-X portfolio.

Key Responsibilities handled- S Sabherwal & Co.(Sep 2017 – Nov 2020)

- Collect money and chques .
- Deposit cash and cheque's into banks.
- Issue receipt books to field executives.
- Maintain Daily MIS, Feedback and collected payments.
- Reply on mails of clients and do filing and paper work
- Used to take care of Collection of Auto loan BKT X and BKT 2.
- Used to work for Nissan Finance and Volkswagen finance portfolios.

Key Responsibilities handled- PWS RPO Solutions (May 2011- Sep 2015)

- Recruitments Utilizing various sourcing method like Web portals (i.e.Naukri,Monster,timesjobs)
- Referring Internal Database, Employee referrals etc.
- Screening & short-listing candidates profile as per the requirements of clients.
- Co-ordinating with candidates for interview & conducting telephonic interview before short listing candidates.
- Interacting with candidate, doing initial screening. Understand their competencies & skill sets, making them understand job role.
- Providing complete, accurate, and inspiring information to candidates about the company and position.
- Preparing candidates for interviewing with the clients by providing detailed information about business strategy, job descriptions, and expectation.
- Arranging for personal interview on short listing, having good co-ordination with the client arranging the final interview.

- Co-ordinating with the company and with candidates after company selects the candidate.
- Maintaining daily/ weekly/monthly reports such as interview status reports, closure reports & feedback reports.

Academic Qualifications

- B com from University of Delhi 2019
- 12th from NIOS 2015
- 10th from CBSE 2008

Computer Knowledge

- Well versed with MS Office
- Internet Savvy

Personal Details

Father's Name: Lt sh Jai Singh

Date of Birth: 25thmarch 1993.

Languages Known: English, Hindi and Punjabi

Hobbies: Love to play cricket and Exercise.

Permanent Add:- H No. A-47 GF Punjabi Basti Baljeet Nagar New Delhi-110008

I Rahul Soni Herby declare that above mentioned all detail are true in best of my knowledge.