

NIKITA BHAGWAN ROKADE**Address:** M H B Colony, Chwal no.18 Room no. 143, Gate no.07 Malwani malad west, PIN CODE- 400095**Email:** nikkirokade07@gmail.com**Mobile:** +91 8828462683**Career Objective:**

My objective To acquire a challenging position where my knowledge and skills would be utilized to meet the company goals and simultaneously allowing opportunities for professional growth and increased Responsibility to find professional fulfilment..

Basic Skills:

- Basic Computer And Excel Knowledge.
- Prepared weekly employers schedules.
- Tracked client actives and prepared related reports.
- Authorized debt collection procedures.
- Maintained database of client payments and prepared spreadsheets documenting data.
- Performed regular internal audits to ensure compliance with industry regulations.
- Assisted with settling delinquent accounts and resolving credit issues. Debt Collection EXECUTIVE

Domain Experience & Description:

✚ **TOTAL RECALL (TANGENT AGENCY)**

{Experience : More than 2 Years}

Role : As a **TEAM LEADER (Telecaller)** collection/recovery Department

➤ **Summary:**

1. Established debt collection procedures and set weekly performance goals.
2. Monitored employer payments and handled time off and vacation requests.
3. Assisted with account closings.
4. Implemented and updated training procedures.
5. Evaluated the status of each account to determine collection requirements.
6. Monitored collection team activities.
7. Oversaw client communications to resolve debt issues.
8. Assisted with the negotiation of payment plans to settle account delinquencies.

Academic Qualification:

Examination	College/School	Board/University	Percentage	Passing Year
Bachelor of Commerce (B.com.) (Accounting & Finance)	Vidya Vikas Universal College	University of Mumbai.	60.00%	2018
HSC	S.M.T.T. S.Bafna Junior College of Arts & Commerce , Mumbai	Maharashtra State Board.	61.69%	2015
SSC	Utkarsh Mandir Shikshan Prasark mandal, Mumbai	Maharashtra State Board.	63.20%	2013

Certifications:

- DRA Certified 2021.
- SSC / HSC / Graduation Certificates.

Personal Details:

- **Date of Birth:**07th July 1998
- **Father's Name:**Bhagwan Kisan Rokade
- **Nationality:** Indian
- **Marital Status:** Unmrried
- **Gender:** Female
- **Hobbies:** Travelling, Dancing, Foodish
- **Languages Known:** English, Marathi, Hindi.
- **Permanent Address:** M H B Colony, Chwal no.18 Room no. 143, Gate no.07 Malwani malad west, PIN CODE- 400095

Declaration:

I hereby declare that information furnished above is true to the best of my knowledge.

Date:

Place:

Nikita Bhagwan Rokade
