KULDEEP SINGH

Mob: - +**919074097777**

[Kuldeep.singh986@gmail.con](mailto:Kuldeep.singh986@gmail.con)

Quest to work in a highly functional environment that enables me to have rich functionality with applied technology and a challenging position, where knowledge and experience can be shared for my career growth as well as for company’s growth. My objective is to grow with organization and help it achieve its aim through teamwork and constantly improve on the excellent results so far achieved with rigorous hard work while learning new skills

**Employment History & Job Profile**

**Dec’10 – to May’16 Videocon Telecommunication Ltd**

**June’16- to Till Date Videocon Mobile (Handset Division)**

**HR /Administration**

* Mainly focuses on cost saving & Follow the company Policies
* Manage the branch offices & Data Reports
* Negotiating with Vendors
* Maintenance & Renewal of AMC
* Conducting training Programs in office
* Transportation arrangements of vehicle
* Employee Engagement &Vendor Management
* Conducting interviews, payroll, claim ,F&F & exit process
* Organizing events and programs for business and training
* Audit the attendance, inward & outward register on regular bases.
* Maintain the office Decorum
* Recruitment and Management of outsourcing employees of the zone
* Relationship with vendors ( Hotels, ticket booking & travels)
* Coordinating events assigned by circle team
* Checking the vendor bill and Process for the payment.
* Handle the visitors
* Handle Housekeeping and security guard team
* AC ,Aqua guard, Photocopy Machine & DG meatiness services
* Residence accommodation arrangements for transfer employee
* Responsible for recognizing the needs of employee and ensuring its availability.
* Additional Responsibility for IT support

Dec’06 – Apr’10 with Bharti Airtel Ltd.

Legal agency Manager.

* Handel a Recovery Agencies in Indore & Out locations. major
* Achieving Recovery targets at Indore for deactive buckets & Cheque Bounce with hard & soft recovery agencies.
* Allocation of Data / Cases to Collection Team & Agencies
* Look after day to day reporting of Agencies
* Monitoring and generation of various MIS reports for buckets& Legal activates.
* Regular Receipt book reconciliation and surprise audit thereof
* Visited high revenue generation & negotiation with customers with executive who are not making the payments.
* Understanding the problem and suggesting the solution amicably.
* Convincing them for making the payments and restoring the phone lines.
* Suggesting proper scheme to subscribers according to their usage.
* Co-Ordinate with other departments.
* Handled DSL customer resolving the billing problems.
* Cheques bounce collection and reducing the cases.
* Conducting Lokadalat on deactive bucket and Negotiation with Customers to making the payment.

Oct’03 – Nov’06 with Flexione for Bharti Airtel Ltd.

**Legal Consultant**

* Negotiation.
* Criminal cases ( U/S 405/406/420 of IPC 1860)
* Conducting Lok – Adalat (Main City & Out location)
* Civil recovery suits (37/1-2).
* Coordinating with the police authorities for the investigation U/S 156(3) of Cr P.C. and other various matters.
* Cheque Bounce Cases U/S 138 of N I Act 1881
* Police complaint and issue the 160 notice through Police authorities.

**EDUCATIONAL QUALIFICATIONS**

* L.L.B from M.L.B. College affiliated to Jiwaji University, Gwalior.
* M.A Geography from M.L.B. College affiliated to Jiwaji University, Gwalior
* B.A. from M.L.B. College affiliated to Jiwaji University, Gwalior
* Inter 12th from Govt. H.S School Bhind M.P Board

**COMPUTER LITERACY**

* MS Dos, MS Windows, MS Word, MS Excel and Office outlook (Net)

**Strengths**

* Positive attitude
* Adaptive in nature
* Committed to work

**Interests**

* Listening to music .
* Playing cricket & Chating.

**Expertise:**

* In Liasoning with government authorities such as police, public-officers, company representative and others.

**PERSONAL PROFILE**

* **Date of Birth** : 16Th Dec 1976
* **Father’s Name**  : Shri Satendra Singh
* **Local Address** : 223 Sundar Nagar Main Sukhliya Indore (M.P)
* **Marital Status** : Married.
* **Languages Known** : English & Hindi.

**Date: 19-July-17**

**Place: Indore Kuldeep Singh**