

# Harsh Kumar

■ 8851136982 | ✉ harshchaudhary110096@gmail.com | Delhi, India | Hindi, English

## Professional Summary

Detail-oriented and self-driven professional with 4+ years of experience in MIS, Operations, and Banking Services. Proficient in SAP, data analysis, and loan operations, with a strong track record of streamlining processes and ensuring compliance. Adept at managing reports, handling clients, and driving efficiency through accurate data management. Seeking to contribute analytical and operational expertise in a challenging role within financial or business operations.

## Core Skills

- 1 MIS Reporting & Data Analysis
- 2 SAP Data Management
- 3 Loan Ops (Disbursement, Foreclosure, EMI)
- 4 KYC & AML Compliance
- 5 Client Relationship Handling
- 6 Document Control & Accuracy
- 7 MS Excel (Advanced), Presentations
- 8 Collaboration & Multitasking

## Professional Experience

**Ceragem India Pvt Ltd, Gurgaon** | MIS Cum Operations Executive | Apr 2023 – Present

- 1 Managed sales reports and client interactions.
- 2 Used SAP for data, order, and logistics management.
- 3 Ensured compliance with accurate documentation.

**NS Bhargava & Co. (Clix Capital Services Pvt Ltd)** | Operations Executive (Banking) | May 2022 – Mar 2023

- 1 Handled loan disbursement, foreclosures & EMI processes.
- 2 Performed KYC verification, AML checks & monitoring.

**Axis E-Corp Solutions Pvt. Ltd. (E-store India)** | MIS Executive | Feb 2019 – May 2022

- 1 Created and analyzed GRN reports across PAN India.
- 2 Prepared purchase, sales, and tax presentations.

## Education

- 1 Bachelor's Degree – BSS College
- 2 12th – BSS College, 2021
- 3 10th – High School V.B.A.