

CHANAN KUMAR PANDIT

Mirzachowki, Sahibganj, Jharkhand 813208
E: infochandan50@gmail.com | C: +91 9631942310



SUMMARY

Finance Development Professional with over 9+ years of experience, skilled in exceeding finance goals and company expectations by expanding client base and maintaining high standards of customer service. Expertise in balancing customer needs and company demands. Effectively builds loyalty and long-term relationships with customers.

HIGHLIGHTS

- Self-motivated
- Computer Hardware & Networking
- Ms-Word, Ms-Excel, Ms-Powerpoint, Ms-Outlook
- Strong communication skills
- Customer Service-minded
- Ability to remain calm under pressure
- Great attention to detail
- Creative problem solver
- Collaboration and motivation skills
- Adaptable

ACHIEVEMENTS

- Grew number of clients by 20% for the CSC

EXPERIENCE

9 Year Works as a Village Level Entrepreneur in CSC .

- Grew business prospects
- Worked on , Deposit and withdrawal of money, Money transfer, DIGIPAY,
- 3 Year Work experience in JRGB CSP by CSC.
- 4 Year working experience as aadhaar operator/supervisor in Aadhar Enrolment Center in CSC, From 2017 to 2020 and 2023 to 2024.
- All CSC Digital service Provide those essential digital benefits to the villagers in the village
- Implemented "All important digital service" customer relationship strategy, resulting in 75% increase in customer retention
- Developed new idea of introducing new customer and to drive revenue and support short and long-term strategies of the CSC

COMPUTER SKILLS

- Ms-Word, Ms-Excel, MS-Powerpoint, Ms-Outlook
- Internet browsing, installing and maintaining application and system softwares
- Window7,8,10,11, XP, Windows server 2008, CCNA network troubleshooting, computer hardware troubleshooting, software installation, etc.

EDUCATION

- Graduate With English Honors Standard in 2015 With 49.25% Under T.M.B University
- 12th Standard With PCM in 2011 With 49.8% Under B.S.E Board
- 10th Standard in 2009 With 55.4% under B.S.E Board

LANGUAGES

English & Hindi

Place :-Mirzachowki

Date- 17-07-2025

CHANDAN KUMAR PANDTI