

CURRICULUM VITAE

PRITAM SARKAR

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CAREER OBJECTIVE

To prove myself as an honest, faithful, diligent employee & an asset to the company so that not only I as an individual grow, but also the company grows simultaneously and to enhance my working skills.

EDUCATIONAL QUALIFICATION

- Passed 10th from WBBSE Board.
- Passed 12th from WBBHSE Board.
- Graduation B.sc from PTU.

COMPUTER SKILL

- Knowledge of Basic Computer Application.
- Able to understand and implement modern operating system.
- Diploma in Hardware Networking

WORKING EXPERIENCE

- Job experience in Bajaj Finance Ltd. as a Sales officer from 05-09-2019 to 01.02.2021.
 - Responsible for assigned sales targets (monthly, quarterly and annually).
 - Goals set for centres month on month, maintaining relationship with target customers,
 - Document collection, Provide daily updated data
 - Establishing a healthy relationship with customer, Effectively handled the Doctors and CA
 - Operating Internet, Updating all records and documents (Hard copy as well as Soft copy)
 - Proper loan approval and disbursed it on time.
 - Follow up for EMI payment.
 - Making a good communication with new customer through various kind of reference
 - Maintain good relation with customer.
- Job experience in Tele performance as phone banking department SBI process (2017-2019)
 - Handling with customer over phone;
 - Answer incoming Customer inquiries.
 - Record customer information within our customer service database.

- PROJECT WORK

STRENGTH

- Believe in honesty because this is the key of success in life.
- Punctual and hard worker.
- Well behavior.

PERSONAL INFORMATION

Date of Birth : 26-04-1993
Father's Name : Late Shyamal Sarkar
Mother's Name : Piue Sarkar
Address : East Sreenagar, Birati, Kol-700051
Marital Status : Single
Nationality : Indian
Language : Bengali, Hindi, English

I hereby declare that all the information provided here are correct to the best of my knowledge

Date:.....

Place: Birati

(PRITAM SARKAR)