**AVIJIT PAUL: **

**Mobile:** 9681261612

**E-Mail:** avijitpaul300382@gmail.com

**OBJECTIVES**

**As a Manager, recognized for exceptional ability to demonstrate leadership in complex operational environments, able to establish clear vision of work goals and guide others towards achieving said goals.**

**IT SKILLS**

**Operating system:** DOS & Windows

**Packages:** MS Office(MS Word, MS Excel, Ms Power Point)

**Others:** Hardware & Networking

**WORK EXPERIENCES**

**ASSISTANT AREA BUSINESS MANAGER**

**VERITAS FINANCE PRIVATE LIMITED - APR’22 TO TILL NOW**

**Key Deliverables**

* Leading a result oriented team and responsible for managing for the three branches profitability ensuring high quality service and customer relationship management.
* Own all branches objectives and overall branches supervision.
* Ensure achievement of branches targets by generating business.
* Review branches operation reports for audit purposes.
* Ensure compliance with company rules, regulations & procedures.
* Handle the all collections for the branches NPA, NPA flow and OD customers.
* Maintaining the data of all customers and all the staff of the branches.
* Periodic review of progress versus objectives.

**BRANCH BUSINESS MANAGER**

**VERITAS FINANCE PRIVATE LIMITED - APR’19 TO MAR’22**

**Key Deliverables**

* Made a result oriented team and responsible for managing the branch profitability.
* Maintained branch objectives and overall branch supervision.
* Ensured achievement of branch targets by generating business.
* Review branch operation reports.
* Ensure compliance with company rules, regulations & procedures.
* Handle the all collections for the branch NPA, NPA flow and OD customers.
* Maintaining the data of all customers and all the staff of the branch.
* Periodic review of progress versus objectives.

**Notable Attainments**

Awarded in MD club membership in September’2019 contest.

Awarded in MD club membership in March’2020 Contest.

**SALES MANAGER**

**VERITAS FINANCE PRIVATE LIMITED - APR’17 TO MAR’19**

**Key Deliverables**

To acquire new clients in the system with large portfolios.

Looking over business and collection to the company.

**Notable Attainments**

Promoted from Sales Manager to Senior Sales Manager.

**SALES EXECUTIVE**

**HDB FINANCIAL SERVICE - JULY’16 - JULY’17**

**Key Deliverables**

Maintaining cordial Relationship with the customers by following the best service practices of the organisation.

Visiting the area market and door to door for the new customers resources.

**Notable Attainments**

Promoted to Sales Executive To Senior Sales Executive.

**SALES EXECUTIVE**

**HBL FINANCIAL SERVICE - APR’15 -APR’16**

**Key Deliverables**

Maintaining cordial Relationship with the customers by following the best service practices for the **HDFC car loan**

Visiting the selected showroom for the new customers resources.

**SALES EXECUTIVE**

**BHANDARI AUTOMOBILES PRIVATE LIMITED - MARCH’14 - APR’15**

**Key Deliverables**

Maintaining cordial Relationship with the customers by following the best service practices of the organisation.

Visiting the area market and door to door for the new customers resources.

**STRENGTHS**

Leadership : An experienced Team Leader Influencing, Leading and delegating abilities

Result oriented: Ability to achieve the target within given time

Adaptability : Efficient under pressure, always meet deadlines

Ability : To initiate/manage cross-functional teams and multi-disciplinary projects

**TRAININGS UNDERGONE**

Attended the workshop on **Managerial Effectiveness** in **Veritas Finance Private Limited.**

**ACADEMIC**

**2002 Graduation in Commerce from Fakir Chand College of Calcutta University.**

**PERSONAL DOSSIER**

**Date of Birth:** 30.03.1982

**Father’s Name**: Kesto Paul

**Marital Status:** Married

**Nationality:** Indian

**Languages Known**: Bengali, English and Hindi

**Hobbies**: Listen Song

**Correspondence Address:**  Baruipur, Salepur, Ghoshpara, Kolkata-700144

**Permanent Address**: Netra, Diamond Harbour, South 24 Parganas, PIN -74336.

I hereby declare that all the given information above is true and correct to the best of my knowledge and belief.

Yours Faithfully,

**Avijit Paul**