**CURRICULUM VITAE**

**ASIM PATRA**

Permanent Address: Amarda, P.O -Athangi,Dist- Jhargram

Pin-721506 State –West Bengal Mobile No-+919007336784

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Present Address: 33/c Sarat Gosh Garden Road, Dhakuria,Kol-31,West Bengal

**CAREER OBJECTIVE**

To work with team of professionals who are goal oriented, so that I can contribute my efforts and prove my wroth for the good of organization and self Development.

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| **Year** | **Examination** | **Institution** | **Board/University** | **Sgpa/Percentage** |
| 2017 | MBA(Finance & Marketing) | BHADRAK INSTITUTE OF ENGINEERING & TECHNOLOGY | BPUT UNIVERSITY | 7.6 |
| 2011 | BBA | TRIDENT ACADEMY OF CREATIVE OF TECHNOLOGY | UTKAL UNIVERSITY | 57 |
| 2008 | STANDARD XII(Science) | SARATPAL MAHAVIDYALAYA | COUNCIL OF HIGHER SECONDARY ORISSA | 52 |
| 2006 | STANDARD X | BABU DUMRO HIGHER SECONDARY SCHOOL | WEST BENGAL COUNCIL OF SECONDARY EDUCATION | 51 |

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| **TECHNICAL SKILLS** |

**Tally** : Tally.ERP 9.

**Office Tools** :Sap(CRM), Ms Office Word, Excel, Power-Point, Vloop up, Pivot Table etc.

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| **CERTIFICATIONS** |

* Completed Diploma in finance & accounts from *NIIT****.***
* Completed PGDCA in computer application from CIMIT.

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| **STRENGTH** |

* Self-initiative, adoptable, quick grasping with excellent interaction skills.
* Analytical, innovative and achievement oriented.

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| **AREA OF INTEREST** |

* To single with different personalities for experience various culture & acquaint with them.
* To create amicable environment by public interaction, handling rough and tough situations.

**WORKING EXPERIENCE**

1. **Working as a Business Development Manager in Tata Motors Finance Ltd from 14/2/2020 to Present.**

**Responsibilities:-**

* **Customers handling:-** Personally meet with the customers and try provide them all the necessary information regarding finance. Manage their all required documents to process the loan.
* **Dealers Meeting:-** Visit to all the dealers in zone and provide the all the necessary information regarding finance and loan by which they can manage the customers.
* **Process the loans:-** Once the customers are agree for loan our team will collect all the necessary document from the customers and process the files for loan.
* **Customers Background Verifications:-** Before process the files for the loan our team are checking the customer’s cibil is that the customers are eligible for loan or not.

1. **Working as a Operation Executive in Tata Motors Finance Ltd from 17/8/2016 to 13/2/2020**.

**Responsibilities: -**

* Effective handling **SAP** ,**LOS,SAGE,RSPM** Software
* Ensure that all processes **BANKING PART(PDC,ECS,NACH MANDATE)**
* Handling disbursement of Loan and ensuring all **KYC** entries in the same
* Ensure to checking & process **CONTRACT BOOKING**
* Ensure to checking & process **FILES**
* Ensure to checking & process **RELEASE ORDER**
* Ensure timely resolution of Customer **EMI DUE DATE CHANGE**
* Ensure timely resolution of Customer **CONTRACT TERMINATION**
* Ensure to handling customer **CIBIL REPORT**
* Disbursing loan files within **TAT**
* Ensures compliance with Process & procedures
* Devised strategies to increase productivity, reduce operational errors, and improve overall service quality.
* Co-ordination with Sales team for queries resolving purpose which help on reducing TAT
* Maintaining register as per Process & Audit requirements
* Responsible for processing/ documentations of Loans & other financial services.

1. **Working as a Field Support Executive in Tata Consultancy Services Ltd from 28/4/2015 to 30/11/2015**.

**Responsibilities: -**

* Provides account related support to Godrej Distributers.
* Provides financial support to Godrej Distributers.
* Trained distributers and salesman how they can use the particular account and financial software and how they can get benefits

1. **Working as a Operation Executive in Bajaj Finance Ltd from 15/9/2014 to 15/12/ 2014.**

**Responsibilities: -**

* Files Checking.
* Mis Maintence.
* Files Process in System (Use by Finone Software.).
* Kyc verification

1. **Working as a Operation Executive in Calcast Ferrous Ltd from 2/4/2013 to 31/7/2014:**

**Responsibilities: -**

* Product Testing.
* Execution of salary sheet for payment through bank on monthly basis.
* Preparation of daily and monthly business reports, updation and maintenance of MIS.

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| **PROJECT** |

* Summer Entrepreneurship Project in HCL INFOSYSTEMS LTD

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| **LANGUAGE PROFICIENCY** |

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| **Language** | **Speak** | **Read** | **Write** |
| English | Yes | Yes | Yes |
| Hindi | Yes | Yes | Yes |
| Bengali | Yes | Yes | Yes |
| Oriya | Yes | No | No |

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| **HOBBIES** |

1. Playing Cricket
2. Listening Music
3. Reading News Papers.
4. Net Surfing.

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| **PERSONAL INFORMATION** |

Date Of Birth : 05.11.1990

Marital Status : Married

Sex : Male

Blood Group : A+

Nationality : Indian

Religion : Hinduism

Native state : West Bengal

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| **DECLARATION** |

I hereby acknowledge that all information provide here is true to my knowledge and if any discrepancy found, I shall be solely responsible

Date:

Place: Kolkata (Asim Patra)