

# BARUN CHANDRA NAIK

E-mail: barunchandranaik84642@gmail.com

Mobile Number- 8249549212

## PERSONAL DETAILS:

- ❖ FATHER NAME-SHANKAR NAIK
- ❖ DATE OF BIRTH -22-06-1997
- ❖ MERITAL STATUS – SINGLE
- ❖ ADDRESS: AT-BANJINAL PADA,PO-SANYASI KUNDAMAL,VIA-  
MAHICALA,PS/BLOCK-JUNAGARH,DIST-KALAHANDI ODISHA  
PIN-766023

CURRENT ADDRESS: *TARBAHAR ,BILASPUR, CHHATISGARH 495001*

## EDUCATIONAL QUALIFICATION :

- ❖ 10TH- GOVT U:G HIGH SCHOOL SANYASI KUNDAMAL  
PASSING YEAR-2013  
(MATRICULATION ODISHA STATE BOARD)
- ❖ 12TH – SARBA MANGALA JUNIOR COLLEGE GOLAMUNDA  
PASSING YEAR-2015  
(COMMERCE ODISHA STATE BOARD)
- ❖ GRADUATION – GOVT. AUTO. COLLEGE BHAWANIPATNA  
PASSING YEAR-2018  
(BACHELOR OF BUSINESS ADMINISTRATION SAMBALPUR UNIVERSITY)

## **WORK EXPERIENCE :**

**Organization : UJJIVAN SMALL FINANCE BANK LTD.**

**Division : Retail Branch Banking**

**Designation : Teller**

**Role : Cash handling & Cross sell**

**Place : BILASPUR CHHATISGARH**

**Duration : JANUARY 2020 TO TILL DATE**

## **JOB SUMMARY**

- ❖ **Responsible for day to day operational and administrative activities in the branch which include coordination with IT, infrastructure, security, secured stationary (operations), unsecured stationary (Admin) and housekeeping.**
- ❖ **Accountable for quality customer service within stipulated time frame while adhering to regulatory and procedural compliance.**
- ❖ **Responsible for coordination of audits at the branch and availability of requisite resources in the branch without affecting regular branch business.**

## **PRIMARY RESPONSIBILITIES**

- ❖ **Take overall responsibility for administration and control of the branch operations, including its infrastructure and personnel**
  - ❖ **Handle walk-in sales in absence of liabilities/assets sales personnel**
  - ❖ **Drive leads from walk-in customers**
  - ❖ **Handle walk-in sales in absence of liabilities/assets sales personnel**
  - ❖ **Oversee adherence to customers life event management at branch**
- Customer**

## **Payments Methods used in Indian Banking**

- |                |                  |
|----------------|------------------|
| <b>i.NEFT</b>  | <b>iii. IMPS</b> |
| <b>II.RTGS</b> | <b>iv. DD</b>    |

## **HOBBIES :**

- ❖ **TRAVELLING**
- ❖ **PLAYING CRICKET**
- ❖ **PLAYING FOOTBALL**

I hereby declare that the information provided above is true to the best of my knowledge.

Date:

Signature

