

Name BISWAJIT SAHA
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Address : Flat No. 1302 , Tower 6, Upohar HIG Complex , 2052 , Chakgaria, Kolkata- 700094
DOB : 18/10/1993
Father's Name : Bikash Saha
Mother's Name : Krishna Saha

Objective

Determined to acquire excellence in my area of work and to be a part of dynamic organization that provides me a good environment for learning and growth and meaningful contribution for the organization development whenever required.

Educational Qualification

Qualification	Year	Institute	Percentage
BCOM (PROFESSIONAL)	2015	SHARDA UNIVERSITY	75
HIGHER SECONDARY, 12 TH STD.	2012	NORTH POINT SENIOR SECONDARY BOARDING SCHOOL	74
SECONDARY, 10 TH STD.	2009	KENDRIYA VIDYALAYA	70

Professional Qualification

Qualification	Year	Institute	Percentage
MBA (BANKING & FINANCE)	2018	SHARDA UNIVERSITY	57.3

Certification

Qualification	Year	Institute	Percentage
DIPLOMA IN BANKING & FINANCE (DITBF)	2019	NIIT	80

Technical Skills

MS OFFICE, TALLY , EXCEL

Special Skills

ABILITY TO WORK UNDER PRESSURE , SMART LEARNER TOWARDS ORGANISATIONAL GOAL ACHIEVEMENT

WORK EXPERINCE :

1.TEAM MEMBER , EXECUTIVE GRADE 1 , DOCUMENT VERIFICATION UNIT(Processing of Account Opening Files for Savings A/c)

DEPARTMENT : Banking Operations And Customer Service (BOCS)

ORGANISATION : BANDHAN BANK LTD. SECTOR 5 SALT LAKE , KOLKATA

DURATION : 11MONTHS (W.E.F. 19/03/2019 – 18/02/2020)

ROLE : SAVINGS A/C DEPARTMENT DOCUMENT VERIFIER FOR ACCOUNT OPENING PROCESS

2. ORGANISATION : UTKARSH SMALL FINANCE BANK LTD.

DEPARTMENT : LIABILITIES

GRADE : EXECUTIVE

ROLE : CUSTOMER SERVICE OFFICER

JOB PERFORMED :

- 1. CUSTOMER INTERACTION FACE TO FACE**
- 2. PROBLEM SOLVER TO CUSTOMER GRIEVANCES**
- 3. ASSISTANCE PROVISION TO CUSTOMERS REGARDING A/C OPENING , TERM / FIXED/ RECURRING DEPOSITS, INSURANCE , LOAN**
- 4. DOOR STEP BANKING SERVICES FOR SENIOR AS WELL AS SUPER SENIOR CITIZENS**
- 5. AWARENESS CREATION AMONG PUBLIC REGARDING NEW BANK PRODUCTS DEPENDING ON THEIR ELIGIBILITY CRITERIA , INCOME STATUS SOUTAKING INTO CONSIDERATION OF INCOME SOURCES, RISK APETITE, FULL BACKGROUND VERIFICATION , NOT INVOLVED IN ANY KIND OF CRIMINAL ACTIVITY AS PER RBI GUIDELINES / DIRECTIVES, DOCUMENT VERIFICATION TAKING INTO CONSIDERATION BOTH IDENTITY PROOF AND ADDRESS PROOF**
- 6. CANOPY MARKETING**

DURATION : 4 MONTHS (W.E.F 24/02/2020 - PRESENT)

Declaration :

I am confident of my ability to work in a team. I hereby declare that the information furnished above is true to the best of my knowledge.

Date:

Place: Kolkata

Name : Biswajit Saha

Sign :