

Bijay Singha [Email: Bijay.mukti@gmail.com] **Mobile:** 9833573066

Objective:

Challenging skills position to utilize my skills and abilities in an Industry that offer security and profession growth while Being Resourceful, Innovative, and Flexible.

Key skills include:

- Internal Customer service
- Problem solving
- Team work
- Task allocation
- MIS
- Team Handling

Technical Skills:

Basic SAP, LOS, WEBTOP, RO, CPA, Windows AD, Soft sales, MS Office, Win7, Win8, Win10 windows XP, 2003, E-mail.

Qualification:

Bachelor of Arts.	West Bengal State University Barasat in 2013.
Higher Secondary	West Bengal Council of H.S. Education in 2008.
Madhyamik (Secondary)	West Bengal Board of Secondary Education in 2006.

Certification:

Diploma Information Technology Application in March 2011 from W.B.Y.C.T.C.
Certified System & Network Engineering in January 2013 from Keerti Computer Institute

Personal Attributes:

Collaborative Team Member: Ability to collaborate with team members.
Demonstrated by group work assignments,
honest: Strong personal morals and ethics ensure complete honesty and
Transparency at all times.

Job responsibility:

Tata Motors Finance (from Jan 2014 to still now)

Maintaining all the PAN INDIA MIS LOS and Non LOS reports \ Dashboards \
Monthly/Yearly – Lgin / Rejected MIS publishing.
Cancellation as per revenue reports.
Create or Raise in Mantis if issue any RSPM Quant LOS Integration, TMF DMS Prod
TMF RLOS Production, SAP Support LAM 7TMF BI+ER Projects - Production
TMF BI+ER Projects – Production.
Working on all the CPC related process.
Handling all the Pan India branches system related Issue.
Processing the cases sourced from different channel or pans India in the LOS and
Completes the same within the Given TAT.
Earlier I have deputed for Kolkata North branch where I have done the branch ops Activity.

Previous Job:

In Vodafone India Limited from July 2011 to December 2012 as an office cum Pantry Boy.
In Aegis limited CSR in 2013 at Kolkata.

Ability and hobbies:

Ability to interact and relate with broad spectrum of people from different backgrounds.
Ability to work with a team & Self-Motivated, Resourceful.
Ability & Willingness to take up responsibility in areas other than specified objectives/goals.
Assertive & Open to New Challenges and Solutions.
Good Communications Skills in Bengali, Hindi, English.
Interacting with people and making friends.
Reading, Listening & Soft music.
Actively Participated Sports.

Personal Traits:

Father's Name	: Bipul Singha
Nationality	: Indian
Gender	: Male
Marital Status	: Unmarried
Date of Birth	: 17th Oct, 1989
Languages Known	: Hindi, English & Bengali
Present Address	: Wadali Nagar, Antop Hill, Wadala, Mumbai Pin – 400037.
Permanent Address	: Neheru Nagar, P.O+P.S – Bangaon, North 24 PGS. West Bengal, PIN - 743235

I hereby declare that the above information are totally authentic and to the best of my knowledge.

Date:

Place: Mumbai

Bijay B Singha.....