

# RESUME

**D. O. B.-** 19<sup>th</sup> July, 1984

1. **Name** : PARTHA SARKAR
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## 5. Academic Qualifications :

- \* **MBA Completed in 2014 from Annamalai University .**
- \* **B.Com(Hons) Completed in 2004 from Kalyani University.**
- \* **Higher Secondary Completed in 2001 from W.B.C.H.S.E.**
- \* **Madhyamik Completed in 1999 from W.B.B.S.E.**

### **Other Qualifications**

6months Certificate course in **COMPUTER FUNDAMENTAL** from W.B.S.C.T.E  
4months certificate course in **FINANCIAL ACCOUNTS** from AAT in Kolkata  
4months certificate course in **NEWS READING** course from NITS.

## 6. Skill :

Skill Name	Skill Level	Last Used/ Experience
Microsoft Office	Good	Currently used/ 11 year
Tally 5.4	Beginner	2006/ 1 year
Ms DOS	Intermediate	2010/ 2 year

## 7. HOBBY : Internet surfing .

## 8. Employment History :

**BRANCH OPERATIONS** : Presently working in **ESAF SMALL FINANCE BANK** as **Branch Operations** in Pakur Branch since March'17.

### **Industry : Banking**

### **Job Responsibility :**

- \* Customer Service.
- \* CASA, ATM Refill and Verif
- \* Cross Selling.
- \* Third Party Product (TPP) Sale.
- \* Expense Management.
- \* Cash Management.
- \* Authorisor.
- \* MIS Report.
- \* Team Handling.
- \* Disbursement.
- \* Branch Accounts.
- \* Back office work.

**CASHIER CUM ACCOUNTANT :** 1 Yrs. 4 Months working in **ESAF MICROFINANCE & INVESTMENT PVT. LTD.** as **Cashier Cum Accountant** from November15 to Feb17 in **Rampurhat Branch .**

**Industry : Microfinance**

**Job Responsibility :**

- \* Preparation of Branch Accounts.
- \* Back office work.
- \* Cash Handling.
- \* Disbursement.

**CASHIER :** 1yr 2 months working experience in **S.R.I.L,PAKUR** as **Cashier** from February12-March13 (Full Time)

**Industry : Registered of companies**

**Job Responsibility :**

- \* Preparation of Branch Accounts.
- \* Data Processing of the customer.
- \* Cash Handling.

**Claim Executive :** 6 Months working Experience in **DHULIYAN NURSING HOME** as **Claim Executive in RSBY Dept.** from Sep11 to Feb12.

**Industry: Health Care**

**Job Responsibilities :**

- \* Claim Processing.
- \* Back office work.
- \* Claim Settlement.
- \* Data Processing of the customer.

**ACCOUNTANT :** 1 Yr. 9 Months Working Experience in **MURSHIDABAD SOCIAL COMMUNITY WELFARE FOUNDATION, DHULIYAN** as **Accountant** in N.G.O. sector from Oct10- june12 (Part Time).

**Job Responsibilities :**

- \* Cash Handling.
- \* Back office work.
- \* Preparation of Branch Accounts.
- \* Data Processing of the customer.

**BACK OFFICE EXECUTIVE :** 2 Yrs. 2 Months Working experience at **HEIGHT INSURANCE SERVICES LTD.(Partner of GTFS), KOLKATA** as **Executive** from Sept08 Oct10.

**Industry: Insurance**

**Job Responsibilities :**

- \* Insurance operation ( Life and Nonlife)
- \* Cash Handling.
- \* Dealing with various Companys Insurance products.
- \* Claim Processing at Branch level(Life & Nonlife).
- \* Preliminary underwriting of life and nonlife policy.
- \* Back office work.
- \* Preparation of Branch Accounts.
- \* Data Processing of the customer

**TEACHER :** 2 Yrs. 2 Months working Experience at **DHULIYAN HIGH MADRASAH** as a **Vocational Teacher** under **VOCATIONAL(HOME SCINCE)** stream from July06 Aug08 .

**SALES MANAGER :** 1 YEAR Working experience in Banking sector (ABN Amro,CITI ) as Sales Officer from May'05 to June'06 under DSA.

## **8 Any Other information**

Dedicated to professional growth by constantly upgrading skills, communicate effectively with all levels of the organization and the public, and willingness to do whatever is necessary to get the job done.

**Signature :-  
(PARTHA SARKAR)**