

SOURAJIT MUKHERJEE

Vill + P.O. – Singur, P.S - Singur

Dist. – Hooghly (W.B.)

PIN 712409.

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OBJECTIVE:

SEEKING A POSITION TO UTILISE MY SKILLS AND ABILITIES IN INDUSTRY THAT OFFERS PROFESSIONAL GROWTH WHILE BEING RESOURCEFUL, INNOVATIVE AND FLEXIBLE. TO INVOLVE IN A PROFESSION IN WHICH SPECIAL KNOWLEDGE AND SKILLS ARE USED, ON A DISTINCTLY INTELLECTUAL PLANE, WITH THE SUCCESSFUL EXPRESSION OF CREATIVITY, ABILITY AND APPLICATION OF PROPER KNOWLEDGE.

CURRENT PROFESSION:

1 CHOLAMANDALAM INVESTMENT AND FINANCE COMPANY LTD

DESIGNATION: CREDIT OPERATION EXECUTIVE

JOB ROLE: CREDIT OPERATION

DEPARTMENT : VEHICLE FINANCE

PERIOD: SINCE DECEMBER 06,2017

JOB RESPONSIBILITY:

- 1 HANDLING CUSTOMER QUERIES
- 2 CREDIT TAT MONITORING
- 3 ENSURE SMOOTH OPERATIONAL WORK
- 4 LOAN FILE PROCESSING WITHOUT ERROR

2 PNB METLIFE INSURANCE.

DESIGNATION: ASSOCIATE RELATIONSHIP MANAGER

JOB ROLE: INVESTOR CHANNEL PARTNER
DEPARTMENT : BANCASSURANCE
PERIOD: AUGUST 16,2017 TO OCTOBER 19,2017

JOB RESPONSIBILITY:

- 1 HANDLING CUSTOMER QUERIES.
- 2 CUSTOMER SERVICE.
- 3 CROSS SALING OF METLIFE POLICY TO THE CUSTOMER VISIT'S THE BRANCH.
- 4 Handling and solving customer's problems.

3 HDFC BANK LTD.

DESIGNATION: ASSISTANT MANAGER
JOB ROLE: TELLER
DEPARTMENT : RETAIL BRANCH BANKING
PERIOD: Since February 9, 2015 to April 21, 2017

JOB RESPONSIBILITY:

- 1 Cash handling.
- 2 Handling all customer queries.
- 1 Handling and solving customer's problems.
- 1 Collecting and Generating Reports of every client.
- 1 Attending and solving problems and complaints from clients.

REFERENCE:

- 1 **Mr. Ayan Kumar Ghosh**
HDFC BANK LTD
Branch Manager
Branch: Chandrakona Road
Mobile No.: 9836955559
- 2 **Mr. Arup Kumar Santra**
HDFC BANK LTD
Branch manager
Branch: Kankabati
Mobile No.: 9732640496

EDUCATION QUALIFICATION:

INSTITUTE	DEGREE	SUBJECTS	YEAR	%AGE
CALCUTTA UNIVERSITY	B. Com	Accountancy, Business Management, Economics Geography, Environmental Science, English, Bengali.	2012	50% (approx)
West Bengal Council of Higher Secondary Education (WBCHSE)	Higher Secondary Examination	English, Bengali, Accountancy, Business Organisation, Economics, Mathematics Statistics.	2009	70.40%
West Bengal Board of Secondary Education (WBBSE)	Secondary Examination	English, Mathematics, Physical Science, Life Science, History, Geography, Bengali.	2007	65.75%

TECHNICAL KNOWLEDGE:

Office Tools : MS Office 2007 (Word, Excel, Power Point).
Database : Microsoft Access, Flexcube Software, LEAP browser

PERSONAL DETAILS:

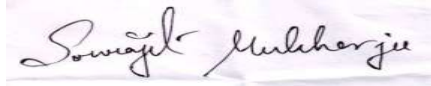
Date of Birth : 15th December, 1991.
Gender : Male.
Religion : Hindu.
Caste : General.
Marital Status : Married.
Mother Tongue : Bengali.
Nationality : Indian.
Hobbies : Reading, Travelling

I do hereby declare that all the information furnished above are true to the part of my knowledge.
If given a chance, I shall try to prove myself as an elegant, honest and hardworking in the

execution of duties that will be entrusted to me.

Place:

Date:

A handwritten signature in black ink on a light-colored background. The signature is written in a cursive style and reads "Sourajit Mukherjee".

SOURAJIT MUKHERJEE