

CONTACT

SUMAN BISWAS

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7003176317

Vill - Charkhara, P. O. - Adi kashimpur
P. S. - Duttapuku, Dist - North 24 PGS
Pin. - 743248 ,State - West Bengal



OBJECTIVE

To work with a dynamic organization offering growth and career opportunity and at the same time adopting new ideas and concepts, both for the organizational benefit as well as for the enhancement of career.

EXPERIENCE

Jun, 2022 - Present

- **HDB Finance, Lanin Sarani Branch, Kolkata**
Credit Relationship Manager
 1. PL Credit Underwriting (Unsecured)
 2. TAT Maintaining and Location Champion.
 3. MIS Maintain
 4. Process the REPL Loan and check the CBIL, KYC, etc.
 - 5 . Top Up loan, Bank Sarogot, Repement Sarogot etc produc.
 - 6 . ABB calculate as per incomes norms..
 - 7 . ITR and all other doc check.
 - 8 . Excl work and mail process.

1 Years - 9 Month

- **Bandhan Bank Ltd**
SENIOR OFFICER
 1. As part of Document Verification Unit, worked on deferent type of account such as savings account, Current account,Gold lone, MSME lone (Tabe Banking and Non-Tab Banking),
Privileged Account.
 2. Chack of KYC Documentation as pare the regulatory requirement and processes which are in-house and specific for each variant of account.
 3. Checking of all account opening forms and authorazing same before account and audit process.
 4. Worked on Qulality Checking of various accounts such as Micro Banking, Savings account, Gold lone, MSME Lone account etc.

EDUCATION

2015 - 2018

- **West Bengal State University**
B. Sc

2013 - 2015

- **KASHIMPUR HIGH SCHOOL**
H.S

2007 - 2013

- **KASHIMPUR HIGH SCHOOL**
MADHYAMIK
- **Advance Diploma in Computer Application, Expert in MS-DOS, MS-WORD, MS-EXCEL etc**

SKILLS

- * Document Verification * Document Analysis * Retail Seals * File Process * Marketing * Two Wheels Driving
- * Good Communion * Customer Service

INTERESTS

- Cooking, Playing Football, Photography, Social Worker

LANGUAGES

- Bengali, Hindi, English

PERSONAL DETAILS

- Date of Birth : 26/04/1996
- Marital Status : Unmarried
- Nationality : Indian
- Father Name : Surjay Biswas

DECLARATION

- I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.