



ARINDAM BASU MALLICK

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CAREER OBJECTIVE:

I wish to learn every moment and grow myself as a successful professional and make the best use of my expertise and administrative skills for the growth of the organization where I am working and responsible for

CURRENT JOB EXPOSURE:

- Working as a **RCU Officer** at **Aadhar Housing Finance Ltd-** Associated from 28th February 2022 to till date.

PRIVIOUS JOB EXPOSURE:

- Worked as a **RCU Executive Sampler** at **Yes Bank-** Associated from 09th December 2020 to 27th February 2022.
- Worked as a **Credit Operations Executive**. Grade Title: **Deputy Officer Home Equity** at **Chola Business Services Limited** –engaged in credit operations of Home Equity Loan and LAP. Associated from 02nd March 2020 to 11th June 2020.
- Worked as a **RCU Backend Executive** at **M/s X-Pert Investigation** or **M/s Prudent Investigation** –The firm being an empanelled vendor of Shriram Housing Finance Limited, HDFC Bank, HDB Finance Limited, IIFL, Yes Bank, Tata Capital, PNB Housing Finance Limited, IDFC First Bank, Aadhar Housing Finance and Chola. Associated from 05st September 2016 to 29th February 2020.
- Worked as a **FI Backend Executive** at **M/s Tilottama Tarafder & Co–** CA firms the firm being an empanelled vendor of ICICI BANK and HDFC BANK. Associated from 21st September 2015 to 3rd September 2016.
- Worked as a **System Executive** at **M/s S.B. Vision–** Cable and Broadband service provider. Associated from 01st February 2012 to 20th September 2015.

JOB KNOWLEDGE:

- Good knowledge in Field verification, FI or CPV cross-check, asset cross-check and Investigation.
- Good knowledge in KYC and Other Documents analysis required for Loan.
- Good Knowledge in Risk Management, Fraud Prevention and Investigation.
- Good skill in RCU agency follow up.
- Good in mail communication.
- Good in daily MIS maintaining.

PERSONAL STRENGTH:

- Self-Confidence, Quick learner, highly organized and hard working.
- Good written and verbal communication skills.
- Good leadership quality, Team builder and Ability to work independently or as part of a team.
- Possess strong communication, interpersonal, analytical and logical skills.
- Go-better with strong and flexible attitude.

ACADEMIC DEVELOPMENT:

- Graduate - B.COM general (Pass) from Himalayan University in 2019.
- Passed ISC Examination passed from St. Paul's Mission School in 2011.
- Passed ICSE Examination passed from St. Paul's Mission School in 2009.

LANGUAGE SKILLS:

- English, Hindi and Bengali.

COMPUTER EXPOSURE:

- Windows; MS- OFFICE (Word, Excel, Power Point, Access).

EXTRA CURRICULAR ACTIVITIES:

- Sports, Gym, N.C.C.
- Listening Music
- Bike Riding & Travelling.

DATE OF BIRTH	: 31 st January, 1992.
SEX	: Male.
NATIONALITY	: Indian.
FATHER'S NAME	: Somenath Basu Mallick.
ADDRESS	: 3/1/8, Belegkata Main Road Kol-700085.
MARITAL STATUS	: Unmarried.

(ARINDAM BASU MALLICK)