CURRICULAM VITAE

# POULAMI CHOUDHURY

# 8/4A Ballygunge Station Road

# Kolkata-700019

# Mobile no: 09830893994

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**CAREER OBJECTIVE:**

Wish to join Management Company to avail towards self-development and at same time contributing substantially towards attainment of corporate goals, thereby providing myself to be an asset to the organization.

**HIGHLIGHTS:**

* Possess Excellent Communication Skill (written and oral) with the right language and an innate quality to interact and provide effective services.
* Can exhibit efficient leadership role by creating a passion for excellence within the team.

**PROFESSIONAL EXPERIENCE:**

ORGANISATION :- **DEWAN HOUSING FINANCE CORPORATION LTD** :- *Dec’17Aug'18*

DESIGNATION :- **Coordinator**

# JOB PROFILE :- Coordinate with Operation team and disbursement of files,

# Solving discriminate in files. Providing best solution and resolving.

# queries related to files status and daily login – mortgage loan-lap

# and other liaison work.

ORGANISATION :- **EXIDE LIFE INSURANCE** :- July 2016 – *December 2016*

DESIGNATION :- **Sales Manager – Sales Tied Manager**

JOB PROFILE :- Recruitment and management of agency channel team Members.

Training, motivating and development of team members

Planning and target setting for the agent sales team

Formulating sales strategies for different products and achieving

targets.

ORGANISATIO :- **INDUSIND BANK :-** Dec 2013 – June 2014

DESIGNATION :- **Customer Service Manager**

JJOB PROFILE :- Welcome calling for new Accounts

Attending to customer complains / inputting request

and complains, follow up for speedy resolution,

Receiving office visitors/ customers and guiding them,

Maintaining of a/c related register (inward /outward)

Receiving transfer cheques .

Coordinating with HUB for resolving all hold cases

Achievement of Revenue target as fixed by the branch.

ORGANISATION :- **IDBI FEDERAL LIFE INSURANCE:-** Dec *2011 – Dec 2012*

DESIGNATION :- **Financial Relationship Manager**

JOB PROFILE :- Sourcing business through lead & also by self-sourcing.

ORGANISATION :- **BMA WEALTH CREATER (Insurance):-** *Dec 2010* – Nov 2011

DESIGNATION :- Sr. **Relationship Manager**

# JOB PROFILE :- Handling a team of tele callers & sales officer and generate business

ORGANISATION :-  **BHARTI-AXA LIFE INSURANCE CO. LTD:-** *Oct 2007 –Nov 2010*

DESIGNATION :- **FINANCIAL OFFICER-DSF**

JOB PROFILE **:-** Maintain four Airtel Relationship Centre as a Corporate Partner and recruits

business partner

Maintain MIS of daily sales report

**ACHIVEMENTS** **: Certificate of Appreciation in march 2009**

**Foreign Convention: in march 2010**

ORGANISATION : **HBL GLOBAL Pvt Ltd of HDFC BANK Personal Loan:** *Aug’04- Sep’07*

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# DESIGNATION : Co-ordinator and Customer Support Executive

# JOB PROFILE : Coordinate with CPA Operation and CSRM channel for the disbursement of files,

# solving discrepancy in files. Providing best solution on customer calls and

# resolving queries related to files status and daily login

## ACADEMIC PROFILE : Graduate in Arts from Calcutta University

Completed Shilpo Ratna in Painting from

University of. Chandigarh.

**COMPUTER LITERACY** : Internet Knowledge, Ms-office, Windows .

# PERSONAL DETAILS

FATHER’S NAME : Late Pabitra Narayan Choudhury

DATE OF BIRTH : 27TH October 1977

SEX : Female

NATIONALITY : Indian

LANGUAGE KNOWN : HINDI, ENGLISH, BENGALI

HOBBIES : Computer Games, Making Friend,

Reading, Net surfing Photography and Painting

ATTITUDE : Optimistic and Hard working.

CURRENT CTC : 225000/- (INR)

PLACE : Kolkata

(**POULAMI CHOUDHURY**)