

RESUME

SAMIR DAS
C/O- ARUN CHANDRA DAS
KEOTA PADMA PARK, BANDEL.
P.O- SAHAGANJ, P.S – CHINSURAH,
DIST-HOOGHLY (W.B) PIN NO-712104

Mail Id: das.samir1984@gmail.com
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CAREER OBJECTIVE:

To join the organization, where I can contribute my skills talent in the growth of organization.

WORKING EXPERIENCE:

Previous I am Working in **MANAPPURAM FINANCE LIMITED** from **Dec-2011** to **Aug-2016** as a **BRANCH HEAD** in Gold Loan, Insurance and operation Department.

Role Category:

1. Team Handling & Daily business targets, collection and marketing activities (if any) with branch on daily basis.
2. Ensure submission of daily reports on net growth of Business and collection (Gold Loan, Money Transfer & Insurance etc) to Area Manager concerned after closing of business time.
3. I have to ensure from gold inventory to cash, registers, stationary, statutory, security and Branch ambience to be good.
4. Audit rectification cross verification will be complete after audit rectification by branch.

Previous I am Working in **JANA SMALL FINANCE BANK LTD** from **Aug-2016** to **July-2019** as a **AREA HEAD in Business and Collection (MFI)**.

Role Category:

1. Collect attendance report from all staff in my area and send the consolidated report to Jana Center Head.
2. Team Handling & Daily basis business targets, collection and marketing activities (if any) with Branch on daily basis.
3. Ensure submission of daily reports on net growth of Business and collection (Regular, RNC & OD Collection etc) to Jana Center Head concerned after closing of business time.
4. Pass the Standing Instruction through Circular before starting day-to-day operations.
5. Verification should be done all Group Loan & Personal Loan once in a daily basis & that time I have to ensure from Staff Movement Registers and branch ambience to be good.

Current I am working in **RBL FINSERVE LTD** from **July-19** to till now as a Assistant Manager of Audit Department.

Role Category:

1. Regular Audit, High-Risk Audit & Fraud Investigation of branch.

2. To ensure that the audit report is submitted every day and after the audit is completed in the branch, the audit report is shared and the audit report is closed with compliance from the branch.
3. At the end of the month, the audit report has to be consolidated and the monthly activities report has to be consolidated and all the reports have to be shared on time.

EDUCATIONAL QUALIFICATION:

Sl. No	Name of the Exam passed	Name of Board/University	Name of the Institute	Year of Passing
01	Madhyamik	W.B.B.S.E	Keota Colony(H.S)	2002
02	H.S	W.B.C.H.S.E	B.N.H.N.S.G.V(H.S)	2005
03	Graduation	Burdwan	B.N. Mahavidyalay	2009

TECHNICAL QUALIFICATION:

Sl. No	Name of the Exam. Passed	Name of Board/University	Name of the Institute	Year of Passing
1	Civil Construction & Maintenance Technology	W.B.S.C.V.E.T	Kamar Para (H.S)	2011

PERSONAL PROFILE:

Father's Name : Arun Chandra Das
Date of Birth : 08/10/1984
Sex : Male
Nationality : Indian
Marital Status : Married
Religion : Hinduism
Cast : SC

COMPUTER SKILLS:

Application Software- MS-Office 2003 & 2007(Ms Word,Ms Excel,Ms Power Point,Oracle, Dot net).

DECLARATIONS:

I do hereby solemnly declare that above information are correct and true to the best of my knowledge.

Place: Bandel_ Chinsurah

Date:

Signature of the Applicant