

RESUME

DEBSUBHRA DUTTA

5, Mahim Halder Street, Kolkata – 700026(W.B)

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+91- 9831774943



Work Experience Summary

1. **HDFC BANK** (Out sourcing) in RIC Department since November 2007 to 30 June 2011.
2. **HDFC BANK** (CO-EX) in Micro finance Department from 1st July 2011 to 28 February 2014.
3. **OURS GROUP** in risk control department since 1ST March 2014 July 2014.
4. **RELIANCE COMMERCIAL & HOME FINANCE** in RCU department from September 2014 to till 29th October 2017 .
5. **RELIANCE COMMERCIAL FINANCE** in RCU department from 30 October 2017 to till date .

HDFC BANK

1ST Job Designation : Risk control officer.

2ND Job Designation : Assistant credit officer.

3RD JOB DESIGNATION : SYSTEM OFFICER.

4th JOB DESIGNATION : RCU CO - ORDINATOR OF ENTAIR EAST LOCATION .

5th JOB DESIGNATION : RCU BRANCH MANAGER FOR KOLKATA . (HANDLING ALL PRODUCTS - HL , AHL , LAP , SME , AGRI , TWL . VEHICEL LOANS .)

Skill Set

Software Packages: MS Office and necessary knowledge for the operation software packages (Related to DTP and Multimedia activities)

Financial Packages: Knowledge of Tally and all financial activities.

Academic Qualification

- Passed Madhyamik Examination from West Bengal Board of Secondary Education in 2004.
- Passed Higher Secondary Examination from West Bengal Council of Higher Secondary Education in 2006.
- Passed B.Com from Prafulla Chandra College (Calcutta University) in 2009.

Extra Curricular Activities

- Completed Diploma in Financial Accounting (DFA) (computer base) and Basic from ZCA.
- Completed the NCC in School Level(Specialized in Navy)
- Have played for the school cricket team.
- Played for the college cricket team.
- Actively involved in organizing college cultural fest.
- Playing cricket for local registered club – **Kalighat Garmil Sangha.**
- Playing cricket, badminton, football and keen sports enthusiast.
- Had been an active participant in school extra curricular activities and won many prizes.

Personal Detail

Father's Name	: Asim Kumar Dutta.
Date of Birth	: December 08.1983.
Sex	: Male.
Marital Status	: Married.
Permanent Address	: 5, Mahim Halder Street P.O. - Kalighat, District- Kolkata Pin – 700026, West Bengal
Nationality	: Indian.

E-mail I. D. : rishi.dutta85@gmail.com

Languages Known : English, Bengali, and Hindi.

Hobbies : Listening music, Reading books, Travelling, Gardening & making friends.

Phone no : 8017713909 / 9831774943

Personal Skills

Good verbal and written communication skills, willingness to learn, interest to work in a team, ability to deal with people diplomatically and comprehensive problem solving abilities.

Career Objectives

To take up any kind of challenging job with my ability and knowledge to perform it successfully. I would be more than eager to shoulder responsibilities, which would enlarge my knowledge and scope for future development. I possess a very good personality with amicable manners. I am punctual and energetic. I am able to work on own initiative or as apart of team.

Commitment

Can prove to be an effective Techno - Commercial Management Executive for the organisation.

Declaration

I do here by declare that all the information furnished above is true to best of my knowledge and the verifying authority will have the sole power to cancel my resume I anytime found false.

Place: KOLKATA

Signature:

Date: