

CURRICULUM VITAE



JAYATI PRASANNA BISWAS

Vill-Habra Bazar 4no Lane,
P.O-Habra, P.S-Habra
Dist-North 24 Parganas, W.B
Pin-743263
Mob: +91 9614856129/9735573130
Email ID-jpbiswas88@gmail.com

OBJECTIVE:-

Looking an opportunity to work in a challenging environment that honest my skills and to contribute positively towards the growth and prosperity of the organization.

ACADEMIC QUALIFICATION:-

QUALIFICATION	BOARD/ UNIVERSITY	ACADEMIC YEAR
B.A	W.B.S.U	2013
H.S	W.B.C.H.S.E	2010
MADHYAMIK	W.B.B.S.E	2008

TECHNICAL PROFICIENCY:-

- **Microsoft Office.** (MS Word, MS Excel, MS Power Point), Internet.
- Diploma in Financial Accounting (DFA) from NATIONAL YOUTH COMPUTER LITERACY DRIVE.

WORKING EXPERIENCE:-

- ❖ Utrayan Financial Services Pvt Ltd (Back Office Executive)(8th August,2016 Till Now)
- ❖ Crop Life Science Limited. (Market Development Officer)(15th January 2016 to 31st July2016)
- ❖ Logicash Solutions Pvt. Ltd.(Operation)(16th April 2014 to 4th December 2015)
- ❖ IT World Habra(2012 to 2013) (Back Office Experience in 1 year)

Present Job Responsibility:-

- ❖ Work under BC Model of IDBI Bank
- ❖ 1. Take a decision regarding loan eligibility as per Credit Bureau Report
- ❖ 2. Preparation & checking of all loan documents & Booklet.
- ❖ 3. Preparation & checking of Credit Report of individual member.
- ❖ 4. Communicate with Branch & Bank regarding any discrepancy through mail & phone.
- ❖ 5. Visit to respective Bank Branches for submission of loan documents or any query.
- ❖ 6. Online Fund transfer to The Member Account.
- ❖ 7. Group & Branch Visit if necessary.
- ❖ 8. Visit to various lending firm regarding submission of documents.
- ❖ 9. Preparation of Monthly repayment through mail to the respective IDBI Bank and informed to the accounts department for cash transfer.
- ❖ 10. Preparation of part payment
- ❖ 11. Communicate with Branch & Bank regarding death member settlement and maintained to it UFSPL Tracker.

- ❖ 12. Follow up with the Branch regarding daily report including collection, loan disbursement & cash transfer and maintained to it UFSPL Tracker
- ❖ 13. Planning & communicate the loan disbursement with the field.
- ❖ 14. Monthly Reconciliation all BC bank transaction.
- ❖ 15. Per day OD collection monitoring.
- ❖ 16. Per day all BC branch new area survey monitoring.
- ❖ 17. Each Day Eight IDBI Banks have to coordination.
- ❖ 18. Daily Coordination 12 UFSPL Branch, 12 UFSPL Branch Manager, 48 CRO, 4 RM, 2 DM and 1 Assistant Operation Manager.
- ❖ 19. Daily Collection Monitoring and Repayment Process.
- ❖ 20. MIS Work Done.

❖ **Work under BC Model of Yes Bank**

- ❖ 1. Preparation of version 1 & version 2 in software data entry

STRENGTH:-

- Passion to learn new technology and keep upgrading knowledge.
- Positive attitude.
- Flexible and team work.

LANGUAGE:-

To Speak : Bengali, English & Hindi

To read : Bengali & English

To write : Bengali & English

PERSONAL DETAILS:

Name : Jayati Prasanna Biswas

Father Name : Ranjit Biswas

Date of birth : 19st October, 1988

Gender : Male

Marital Status : Married

Religion : Hinduism

Nationality : Indian

Permanent Address : Vill-Habra Bazar 4no Lane
P.O-Habra, P.S-Habra
Dist-North 24 Parganas
Pin-743263, W.B

DECLARATION:-

I hereby declare that the information provided above is true to the best of my knowledge.

Date:

Place: Habra

Yours faithfully

Jayati Prasanna Biswas