

## **RESUME**

GOUTAM MITRA

Vill – Khalore, P.O. & P.S. : Bagnan,  
Dist : Howrah, Pin : 711303 (W.B.)  
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### **CAREER OBJECTIVE:**

To achieve personal growth and satisfaction in attaining organizational goals through the application of knowledge and acquired skills to come up with innovative solutions and improve performance results and to get a position with a company that will allow me to apply and enhance my skills. My desire to gain quality experience that will allow me to take full advantage of my degree and certifications. In addition, I am eager to contribute my creativity and hard work towards the success of the company and for the growth of the fast developing field.

### **Key Skills:**

Maintain Current Account Relationship Selling Banking Product, Cross sell LI, GI, MF, Loan Processing, Audit, CMS, Forex, Inward & Outward Remittance, Customer Service & Customer support.

### **Education Qualification :**

- 10<sup>th</sup> Passed from West Bengal Board of Secondary Education. Year 1996. Marks obtained 550. (61%).
- 12<sup>th</sup> Passed from West Bengal Council of Higher Secondary Education. Year 1998. Marks obtained 555. (55.5%).
- B.Sc (General) from Vidyasagar College Calcutta University. Year 2003. Marks obtained 594. (44%).

### **Technical Qualification :**

- Diploma in Computer Application..
- Basic knowledge of computer.

### **Professional Qualification :**

- Certificate in NCFM & AMFI.

### **Working Experience:**

- **Present working with HDFC BANK LTD. as a Current Account Relationship Manager.**

**Nature of work:** Selling Banking Product, Cross sell LI, GI, MF, Loan Processing, Audit, CMS, Forex, Inward & Outward Remittance, Customer Service & Customer support.

- **12 Year's experience with AXIS BANK LTD. as a Deputy Manager.**

**Nature of work:** Selling Banking Product, Cross sell LI, GI, MF, Loan Processing, Handling Regular Branch Operation and Audit, Cash, Rtg/Neft, Transfer, CMS, Forex, Inward & Outward clearing, Customer Service & Customer support.

- 2 Year's 1 Months experience in INDIA INFOLINE LTD as Relation Ship Manager.

**Nature of work:** Sell On-Line Portal, Brokerage generate. As Well As sell Mutual Fund, Customer Service & Customer support.

- 1 Year's 1 Months experience in IDBI CAPITAL MARKET SERVICE LTD. as Relationship Officer.

**Nature of work:** Sell On Line Portal (3 in 1 A/C) As Well As Mutual Fund. Customer Service & Customer support.

**Strength:**

- Open to Learning ability with remaining at par and exceed performance.
- Effective communication skills.
- Friendly, Quick learner & Punctual in time.

**Personal Details:**

Date of Birth:	06 <sup>th</sup> Feb, 1981.
Father's Name:	Mr. Surendra Nath Mitra.
Pan No:	ALWPM0008M
Marital Status:	Married
Nationality:	Indian
Religion:	Hindu
Languages:	English, Hindi & Bengali.
Hobbies:	Lessening Music .

**DECLARATION:**

I affirm that the information given in this application is true and correct. I also fully understand that if at any stage it is discovered that any attempt has been made by me to willfully conceal and misrepresent the facts, my candidature may be summarily rejected or my employment terminated.

Date:

Place: .

(Goutam Mitra)