**COVER LETTER FOR BANKING JOB**

**Kolkata.**

**Pabitra Mahapatra**

214 sarat chatterjee road shibpur

Howrah, 711102

[Email-pabitra.mahapatra92@gmail.com](mailto:Email-pabitra.mahapatra92@gmail.com)

**Phone-+919046233120**

**Head- Recruitment**

Human Resources Department**.**

(Enclose): resume

Object: application of a job

Dear sir/madam,

Being currently I am looking for a job. Let me offer my candidacy to the post of **Manager**. Indeed, I am deeply interested to work with your organization. **I am 28+ years old** and I have done **B.Sc**. Degree and also completed **diploma in computer application**. I have more than **5 years of sales**, relationship and business development experience in various banking and financial sectors. I have products experience of **Home Loan , Home Equity, MSME facility, personal loan, business loan, loan against property, gold loan, enterprise business** loan and insurance .I have relation with lot of customers based , DSA channel ,chattered accounted at **Kolkata** in west Bengal .

**I hope you will consider my application and I will be available for interview at any time.**

Yours sincerely



(PABITRA MAHAPATRA)

 RESUME

PABITRA MAHAPATRA

PRESENT ADDRESS

214 SARAT CHATTERJEE ROAD SHIBPUR HOWRAH, PIN-711102

PERMANENT ADDRESS

VILL+POST=CHAKISMILEPUR (PURBA), CHAKISMILEPUR, DANTAN, PASCHIM MEDINIPUR, 721457

MOBILE: 9046233120(own) 7908717515(home) [pabitra.mahapatra92@gmail.com](mailto:pabitra.mahapatra92@gmail.com)

CAREER PROGRESSION

**I had been associated with ANNAPURNA FINANCE PVT. LTD. As Assistant Branch Manager from August.2019. JOB PROFILE ( Home loan and MSME products)**

Manage daily operations of branch in the absence of Branch Manager

Provide warm, friendly and welcoming atmosphere for both employees and customers. Provide quality and exceptionally services to customers

Achieve sales target and projected profit Select, train, supervise and evaluate the branch staff to enhance individual productivity and enable them to function according to job description

Operate the branch in line with company procedures and policies. Communicate personally with customers to ensure customer satisfaction.

Resolve customer complaints promptly and efficiently Support sales promotion activities including promotional campaigns, micro-marketing events, operational excellence and integrity of the branch de action plans to enhance operational controls and optimize customer service

Assist in performance appraisals, promotions, and compensation activities for employees.

**I had been Associated with TATA CAPITAL HOUSING FINANCE LTD from Feb., 2018 to July, 2019.(Products experienced of TCHFL - Term loan, loan against property, home loan etc.)**

JOB PROFILE: Source business from DSA and connector.

Connector and builder for branch.

First processing before login file.

Coordinate with credit team to get disbursement files. Achieve the Individual target by monthly basic.

* **I had been worked with AXIS SECURITIES LTD .(products experienced of AXIS BANK LTD - mSME LOAN .working capital, over draft, Term loan, loan against property, Letter Credit, Bank Guarantee, dropdown OD and asset loan etc.)**

JOB PROFILE:

Sourcing SME file from axis bank branches.   
Sourcing corporate new clients from open market, DSA, C/A firm.  
Collection of all documents from company's profile for login.  
Maintain information update with customer, SME center, and relationship manager .  
Solution of credit query time to time basic to get sanction.   
Identification of business and clients. Achieve sales target.  
Always up to date with SME products of bank. Maintain a good relation in between axis bank branch-head and employee at full fill the every branch targets.  
Cross sales of life insurance and mutual fund.

* EDUCATIONAL QUALIFICATION :

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| NAME OF EXAM | BOARD/  UNIVERSITY | YEAR OF PASSING | SUBJECT | PERCENTAGE |
| MADHYAMIK | W.B.B.S.E | 2007 | BENG,ENG,MATH,PSC,LSC,HIST,GEO | 66 |
| H.S.(10+2) | W.B.C.H.S.E | 2009 | BENG,ENG,BIO,PHY,CHEM | 51 |
| B.SC | VIDYASAGAR UNIVERSITY | 2012 | ZOOLOGY, BOTANY, CHEM | 54.8 |

OTHERS QUALIFICATION : DIPLOMA IN COMPUTER APPLICATION

LANGUAGES KNOWN : BENGALI, HINDI, ENGLISH AND ORIDA.

* PERSONAL DETAILS.

NAME : PABITRA MAHAPATRA

FATHER’S NAME : SITARAM MAHAPATRA

MOTHER’S NAME : KALPANA MAHAPATRA

GENDER : MALE

DATE OF BIRTH : 27TH, MARCH, 1992

PAN CARD NO : CCNPM0921R

My current CTC is 280000 per annum.

My present location is Kolkata/Kharagpur

I do hereby declare that all information stated above is true to the best of my knowledge.



(PABITRA MAHAPATRA)