



JAYEETA ROY

76 Purbayan Chingrighata Canal South road Kolkata-105

Contact : 9163173961
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DOB : 25-04-1991

OBJECTIVE

Seeking a challenging position in a reputed organization where I can learn new skill, expand my knowledge, and leverage my learnings.

LANGUAGE

- Bengali
- Hindi
- English

EXPERIENCE

HDFC Bank

Relationship Manager

Duration : **7/1/2018 - 12/02/2020**

Worked as Relationship manager Advise retail clients on their personal financial needs and objectives by analysing their financial needs and objectives, cross sale the multiple banking products, maintained MIS.

Chemtex Speciality Limited

Sales Coordinator

Duration : **07/07/2020 - 11/09/2022**

Provide administrative support, Coordinate with sales team by managing schedule, filing important document. Maintain healthy relationship with existing client, Maintain database entering new and updated customer information.

HDB Financial service

Authorised Verifier (TPP)

Duration : **25/09/2022 - Till date**

Upload all leads for sending payment link to customers, those who have Relationship with HDFC Bank. Followup for payment, Provide administrative support. Maintain all customer data good relationships with HDFC Bank all stuffs etc, Maintain sales data

EDUCATION

Bethune Collegiate School

10th

Passing Year - **2008**

Sura Kanya Vidyalaya

12th

Passing Year - **2010**

Calcutta University

Graduation

Passing Year - **2013**

Vidyasagar University

Msc

Passing Year - **2017**

Passing Year -

Signature:

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