

Resume

SUPRIYA CHAKRABORTY

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OBJECTIVE

To be a part of a dynamic and growth oriented organization to develop and utilize my skills for career growth by accepting challenging opportunities in field of Sales and Marketing.

SYNOPSIS

- A competent professional backed with proper academic skills.
- Proficient at managing & leading projects for running successful operations & experience of developing procedures, service standards for achieving excellence in the same.
- A keen planner & implementer with demonstrated abilities in devising suitable strategies for accelerating growth.
- Adept at gaining useful lessons through my internships.
- Excellent interpersonal, communication and organizational skills.

ACADEMIC CREDENTIALS

Degree/ Certificate	College/School	University/Board	Year	Grade/Division
B.A(Gen)	Serampore College	CALCUTTA UNIVERSITY	2009	(Pass)
Higher Secondary Examination	Serampore Union Institution	W.B.C.H.S.E	2006	(2 Nd)
Secondary Education	Bamunari High School	W.B.B.S.E	2004	1 St

JOB DESCRIPTION

16th Aug 2019 to till date.

Mahindra & Mahindra Financial Services Ltd.

Department: - Construction Equipment & Commercial Vehicle. (New & Used)

Designation: - Area Business Manager.

JOB Profile:

- ❖ Handling and monitoring business and collection of Nadia, Murshidabad, Birbhum, Malda and North & South Dinajpur.
- ❖ Dealer Management, Constant liaison with the Dealers for generating of new business.
- ❖ Follow up with the FO for CV (New & Used) business and collection.
- ❖ Review of Field officer on weekly basis.
- ❖ Responsible for collection of ED and maintaining under desire level.
- ❖ Appraisal and recommendation of deal.
- ❖ Monitoring daily activities of collection executives and their collections.
- ❖ Handling operational activities, compliance and cash management.
- ❖ Monitoring accounting of business worksheet and MIS on daily basis.
- ❖ Monitoring timely payments to our dealer on daily basis.
- ❖ Action plan to generate more business and portfolio management.

25th Feb 2019 to 10th August 2019

Axis Bank Ltd.

Department: -Firm Equipment

Designation: -Deputy Manager

JOB Profile

- ❖ Tractor Finance
- Maintaining Data & Generating Report.
- Explaining customer about Bank Loan Process
- Area Verification.
- Handling e-mails and to coordinate with corporate office.
- Take care all the account related work.

11th July 2108 to 7thJanuary 2019

Tata Capital Financial Services Ltd.

Department: - Construction Equipment.

Designation: - Relationship Manager

JOB Profile

- Maintaining Data & Generating Report.
- Explaining customer about Bank Loan Process
- Area Verification.
- Handling e-mails and to coordinate with corporate office.
- Take care all the account related work.

3rd November 2016 to 10th JULY 2018

Kotak Mahindra Bank Ltd

Department: - Construction Equipment

Designation: - Assistant Manager

JOB Profile

- ❖ Finance Construction Equipment.(New & Used)
- ❖ Maintaining Data & Generating Report.
- ❖ Explaining customer about Bank Loan Process
- ❖ Area Verification.
- ❖ Handling e-mails and to coordinate with corporate office.

15th Feb 2014 to 25th Oct 2016

HDFC BANK LTD

Department:- Construction Equipment &
Commercial Vehicle.

Designation: - Sales Officer

JOB Profile

- Finance Construction Equipment and Commercial Vehicle (New & Used)
- Maintaining Data & Generating Report.
- Explaining customer about Bank Loan Process
- Area Verification.
- Handling e-mails and
- to coordinate with corporate office.
- Take care all the account related work

20thDECEMBAR 2011 TO 13thFeb 2014

MANAPPURAM FINANCE LIMITED-(GOLD LOAN)

Designation: - Jr. Assistant

JOB Profile

- Gold Loan Operation
- Maintaining Data & Generating Report.
- Handling Gold& Cash.
- Explaining customer about the product.
- Take care all the account related work.
- Handling e-mails and to coordinate with corporate office.

- Sale NCD & BOND.
- Money Transfer
- Branch Handling

COMPUTER PROFICIENCY

❖ **Computer proficiency** : Word, Excel and power point

CHARACTERISTIC STRENGTHS

- ➡ Good motivator and a pleasing personality.
- ➡ Effective Leadership qualities “Team work” approach towards achievement of collective goals.
- ➡ Value for Quality & Time.
- ➡ Enthusiastic & Quick learner.

PERSONAL PROFILE

Date of Birth	21 st September, 1988
Nationality	Indian.
Marital Status	Married.
Sex	Male.
Languages Known	Bengali, English and Hindi.
Interests	Music and cooking.

Declaration: I hereby declare that information furnished above is true to my knowledge.

Date- 16/06/20 22

Place- Rishra.

Dist- Hooghly. WB

(SUPRIYA CHAKRABORTY)