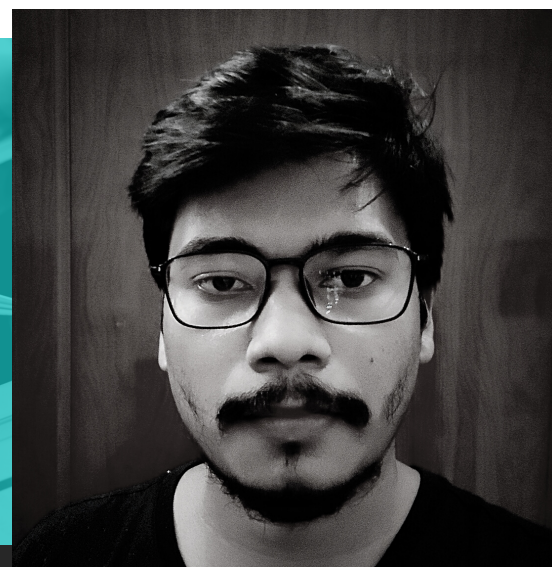


# Rheetam Mitra

CREDIT ADMIN



## Work Experience

### CREDIT ADMIN

Axis Bank Limited | July 2020 - present

- End-to-End operational servicing of ETB Clients
- Implement all RBI and other regulatory guidelines
- Security creation adhering to Security Policy of the Bank
- Onboard NTB clients adhering to Credit Policy of the Bank
- Comply pre and post disbursement modalities

### CUSTOMER SERVICE OFFICER

Axis Bank Limited | January 2020 - June 2020

- Branch Operational and all Front Desk activities
- Meet new clients. Analyze clients' financial needs and offer products and services based on those needs
- Assist other TPP agents with client calls and product delivery
- Meet Bank's revenue parameters

### CASHIER

Axis Bank Limited | December 2015 - December 2020

- Branch Cash Management
- Handling CMS clients
- End-to-End ATM network management
- TPP and Corporate Clients bulk payments reconciliation
- Onboarding NTB corporate and retail clients
- Revenue generation

### KEY ACCOUNTS MANAGER

Ess Dee International | November 2014 - December 2015

- Service vintage customers' business, service and all operational needs
- Organic growth of the business

### BUSINESS ASSOCIATE

D. D. Engineering Industries | February 2011 - July 2011

- New business acquisition
- Customer servicing of existing portfolio and generate referral business

## Personal Profile

I am a Banker who is specialised in Credit Administration and Branch Banking. I have as well worked with numerous clients in diverse fields to help them achieve their financial and operational goals.

## Specializations

Credit Delivery  
Credit Monitoring  
Financial Investment Consultation  
Customer Service  
Cash Management  
Credit Analysis  
Financial Planning  
Retirement Financial Advising  
Business Communication

## Additional Qualifications

IC 38 (IRDA)  
AMFI  
Tally 5.4  
Profession Painting (2nd Yr.)

## Achievements/Awards

I was felicitated by former Governor of West Bengal Mr Gopalkrishna Gandhi in a state-level competition organized by Government of West Bengal. I have as well won various skill-talent based competitions including painting, pencil sketching, debate, quiz at district and zone level.

Qualified in various regional and state campaigns during the tenure with Axis Bank.

# Rheetam Mitra

CREDIT ADMIN

## Academic History

### SDMIMD, MYSORE

PGDM (Marketing) | 2014

- Professional and Managerial Skills development course
- Worked with industry professionals to learn about real-life case studies
- Developed a theory "Rubanomics" that helps understand the economy, psyche and pattern of consumer demand vis-a-vis spending in the areas adjoining cities and villages.

### IIMS, BAREILLY

BBA (Marketing) | 2009

- Professional development course
- Member of Student Alliance for Business and Finance Studies
- Participated in multiple events representing my college during senior year

### CDSHS, CANNING TOWN

XII | 2006

- Science
- Won various state, district level competitions

### CDSHS, CANNING TOWN

X | 2004

- General Studies
- Participated and won many accolades in Painting and Sports

## Personal References

Dipannita Baishya  
Deputy Manager, North East Small Finance Bank  
(+91) 8474009202

Dulal Dutta  
Owner, D. D. Engineering Industries  
(+91)9433453130

Saurav Bose  
Assistant Vice President, Axis Bank  
(+91) 9435535555

## Personal Details

Date of Birth: 25.04.1989  
Gender: Male  
Marital Status: Single  
Permanent address: C/O - Late Tarapada Sen,  
Mithakhali, Canning Town, South 24 Parganas,  
West Bengal. PIN - 743329  
Languages known: English, Bengali, Hindi

## Contact Info

Address: Canning Town, Mithakhali, South 24  
Parganas, West Bengal - 743329  
Phone: (+91) 9593524642  
Email: rheetam@gmail.com