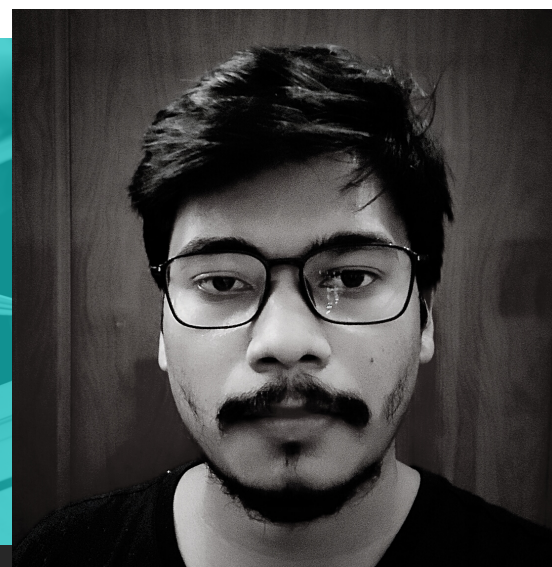


Rheetam Mitra

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

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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

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