# SOURAV DUTTA C:\Users\99035720\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\NOUR5UZP\SOURAV.JPG

# 180, Ramesh Dutta Street

Kolkata - 700006

Phone Numbers – 91-8777586247/ 9831341427

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**CAREER OBJECTIVE**

I have been in retail asset industry for over 2.5 years. I am an extremely determined and driven individual and with my expertise and skillsets, I want to establish myself in a highly esteemed Company and want to achieve a respectable position, which would enhance my career and my personal ambitions.

**EMPLOYMENT HISTORY**

**The Tata Capital Financial Services Ltd, Kolkata (Q CONNEQT payroll) April 2019- Till Date**

**Senior Executive – Operation**

**I got promoted as a Senior Executive Operations from April 2019.**

* + - Develop/maintain positive working relationships, support team to reach common goals, listen and respond appropriately to employee concerns.
    - Manage customer requests, inquiries, and complaints promptly and completely.
    - Advice our team during the month end.
    - Also started assisting management in training, evaluating, counseling, motivating employees; serve as a role model.
    - Maintain a good relationship with our business team.

**The Tata Capital Financial Services Ltd, Kolkata (Q CONNEQT payroll) Jun 2018 – April 2019**

**Executive – Operation**

* Process all the files, which comes to operation desk for disbursal.
* Set up accurate accounts for each customer according to their requirements.
* Be aware of the daily current knowledge of retail asset products.
* Compile and review daily reports/logs/contingency lists.
* Completely involve in cash related activities and closing reports.
* Always keep in touch with all the business and credit team.

**ACADEMIC & PROFESSIONAL QUALIFICATIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Examination Passed** | **Board / University** | **Year** | **% of Marks** |
| a) Madhyamik  Examination  b) Higher Secondary  Examination  c) Bachelor of  Commerce | West Bengal Board  West Bengal Board  Calcutta University | 2013  2015  2018 | 86%  87%  56% |

## PERSONAL TRAITS:

* Ambitious
* Optimistic

## PERSONAL DETAILS:

* Father’s Name – Mr. Sailen Dutta
* Data of Birth – 02.08.1998
* Gender – Male
* Marital Status – Single
* Languages known

|  |  |  |  |
| --- | --- | --- | --- |
| **Languages** | **Speak** | **Read** | **Write** |
|  |  |  |  |
| * English * Hindi * Bengali |  | X | X |

**PHYSICAL FACTORS-**

Height - 167 cm

Weight - 59 kgs

Eye side - Normal

Place – \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date – **SOURAV DUTTA**