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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **NAME : SUBHA SIL**   |  |  | | --- | --- | | **ADDRESS** | **SANTOSHPUR GOVT. COLONY, BLOCK-C. MAHESHTALA, KOL-142** | | **MOBILE NO.** | **(+91) 9330505581** | | **EMAIL** | **Subhasil.6@gmail.com** | | **DATE OF BIRTH** | **6th June 1993** | | **RELIGION** | **Hindu** | |

**CURRICULUM VITAE**

**CARRIER OBJECTIVE**

|  |  |  |
| --- | --- | --- |
| **To build my carrier in a growing organization, where I can get the opportunities to prove my accepting challenges**  **EMPLOYMENT DETAILS**   |  |  | | --- | --- | | **BAJAJ FINANCE LTD**  **Department : Salaried Personal Loan**  **Job Title : Sales Officer** | **14th July2018 to Till now** |      * **Client Handling.** * **Business Management.** * **Documents Collection.** * **Loan Sanction, Agreement Signing.** * **Report Making with MS Office**. |

**EMPLOYMENT DETAILS**

|  |  |
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| **BAJAJ FINANCE LTD**  **Department : Salaried Home Loan**  **Job Title : Asst. Manager** | **22nd June2017 to 7th March 2018** |

* **Client Handling.**
* **Business Management.**
* **Documents Collection.**
* **Loan Sanction, Agreement Signing, Cheque Handover.**
* **Sales Representative of Insurance.**
* **Report Making with MS Office**.

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| **BAJAJ FINANCE LTD**  **Department : Digital Finance**  **Job Title : Service Executive** | **2nd Dec 2016 to 15th June 2017** |

* **Client Handling.**
* **Business Management.**
* **Sales Representative of Insurance & EMI card.**
* **Report Making with MS Office**.

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| **Alpha Overseas International Pvt. Ltd.**  **Job Title : Stock Incharge** | **13th Mar 2016 to 30th Nov 2016** |

* **Stock Update and Maintenance.**
* **Documentation.**

**ACADEMIC BACKGROUND**

|  |  |  |
| --- | --- | --- |
| **B.com** | **Calcutta University** | **2020** |
| **Higher Secondary** | **WBCHSE** | **2012** |
| **Madhyamik** | **WBBSE** | **2009** |
|  |  |  |

**ADDITIONAL QUALIFICATION**

* **Computer Course on Windows, MS Excel, MS Word, Internet.**
* **Accounting Package on Tally 7.2 & 9.0 .**

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| --- | --- |
| **Place :**  **Date :** |  |
| **(SUBHA SIL)** |