**SUDIPTA CHAKRABORTY**

38 Boral Para Lane , Baranagar

Kolkata – 700036

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Email: csudipta78@yahoo.com

**CAREER OBJECTIVE:**

To work for an organization where there are ample opportunities to learn and grow within the organization, professionally and personally, and where hard work is recognized and appreciated.

**ACADEMIC QUALIFICATION:**

|  |  |  |  |
| --- | --- | --- | --- |
| **EXAM PASSED** | **YEAR OF PASSING** | **BOARD/UNIVERSITY** | **Percentage** |
| MADHAYAMIK | 2008 | W.B.B.S.E | *65.5%* |
| HIGHER SECONDARY | 2010 | W.B.C.H.S.E | *71.4%* |
| B.COM(HONS) | 2013 | CALCUTTA UNIVERSITY | *56%* |

**COMPUTER PROFICIENCY:**

* Operating System : MS Office (MS Word, Excel,PowerPoint)

**WORK EXPERIENCE:**

**MUTHOOT FINANCE LIMITED**

1. I worked as Junior Relationship Executive at Lenin Sarani Branch from 23rd May,2016 to 10th october 2019.

**Responsibilities Handled**

* Effective lobby management
* Responsible for accepting and appraising gold jewelry as per company norms
* Ensuring proper verification and Valuation of collateral securities
* Verification of daily cash balance at the branch and customer dealing ,informing the manager for any requirements
* Effective handling of Software i.e. CBS/CRM NEXT
* Responsible for processing documentations of loans & other financial services
* Responsible for cross selling of all products and achieving the branch targets
* Responsible for all the account related works in the branch
* Responsible for tele calling customers for following up on interest collection regularly
* Responsible for winning back old customers and ensuring that the customer portfolio of the branch is maintained and enhanced
* Maintenance off important formats and documents like gold loan, vault key movement, CIT/GIT register, Safe custody, bond delivery, packet movement and token lost.
* Major part is interest collection follow up , NPA follow up and visit to default customer

**BANDHAN BANK LIMITED**

2) Currently working in Bandhan Bank Ltd as Executive grade from 11th October 2019 to till date.

**Responsibilities Handling-**

* Surprise visit at branch for gold audit .
* Physically counting of gold packets.
* Each packets open and weighting item wise ornaments.
* Checking and appraisal of ornaments to identify of gold quality.
* All documents checking related for authentication of gold loan disbursement.
* All observation mention in super gold audit report to send it head office gold audit department.

**PERSONAL DETAILS:**

* Father’s Name : Late Rabindranath Chakraborty
* Date of birth : 13th March 1990
* Sex : Male
* Religion : Hindu
* Languages known : Bengali, Hindi, English

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