

SANJOY BARIK

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OBJECTIVE

- To utilize my skills and knowledge so as to stand up to satisfaction of my employers expectations.

STRENGTHS

- Strong Analytical And Logical Reasoning Skills.
- Effective Communication & Interpersonal Skills.
- Willing to face new challenges and take responsibilities.

EXPERIENCE

- Currently working In **AADHAR HOUSING FINANCE LTD.** at Burdwan (**Home Loan**) as a **Relationship Officer** From 01.07.2021 Till Date.

Job Responsibility: Collect leads from open market generate the leads and

convert the leads for **Home Loan and Insurance**, Collect documents from customer and ready file for process, Visit site for technical verification.

- In **AADHAR HOUSING FINANCE LTD.** at Burdwan (**Home Loan**) as a **Senior Sales Executive** From 04.07.2017 to 30/06/2021.

Job Responsibility: Collect leads from open market generate the leads and

convert the leads for **Home Loan and Insurance**, Collect documents from customer and ready file for process, Visit site for technical verification.

- In **HDFC BANK LTD** at Burdwan (**Home Loan Department**) as a

Sales Executive From 05.12.2014 to 03.08.2017.

Job Responsibility: To generate the leads and convert the leads for **Home Loan and Insurance**, Collect documents from customer and ready file for process, Visit site for technical verification.

- In **Daffodil Green House Private Ltd.** As a **Office Executive** From 11.03.2013 to 31.03.2014; After that As a **Branch- In- charge** From 01.04.2014 To 30.11.2014.

Job Responsibility: Data Entry in Computer, Products entry and dispatch

(Office Executive)., All Banking Work, Product Quality , Product Purchase & Sell Accounts, Customer Feedback Collected.**(Branch- In- charge)**

EDUCATION

- Complete Master of Arts from The University of Burdwan in 2009 with 2nd Division.
- Complete Bachelor Degree in Arts from The University of Burdwan in 2007 with 2nd Division.
- Complete Higher Secondary Education from WBCHSE in 2004 with 2nd Division.
- Complete Secondary Education from WBBSE in 2002 with 1st Division.

COMPUTER SKILLS

- DOS, Windows, MS-Office from DataSoft (Satyam Online,TATA CONSULTANCY SERVICE).
- Complete Computer Application (12 Month) from Birbhumir Grameen Unnayan Society in 2012 with Grade- **A**.
- Complete Computer Application (6th Months) from Elegant Computer Centre in 2014 with Grade- **B+**.

PERSONAL DETAILS

Date of Birth :- 11.12.1983

Father's Name :- Uday Chand Barik
Sex :- Male.
Religion :- Hindu.
Nationality :- Indian
Marital Status :- Married.
Languages :- English, Bengali, Hindi.
Hobbies :- Hearing Music & Reading Story Book.

Date :

Place : Burdwan

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Sanjoy Barik
Signature