**CURRICULUM VITAE**

**Name :** Surjendu Das

**Email id :** talk2surjendu.das@gmail.com

**Contact no:** 7002099421 / 7477766036

**Career Objective:**

**To work in a progressive organization that helps in expanding my knowledge and provides me exciting opportunities to utilize my skills and qualification to produce result fidelity for myself as well as for the organization.**

**Work Experience:**

**Presently serving at Samasta Micro Finance Limited as Branch Credit Manager since July ,2018 to today onwards.**

**Job Description:**

* **Research and evaluate clients’ creditworthiness & Create credit scoring models to predict risks**
* **Approve or reject loan requests, based on credibility and potential revenues and losses**
* **Negotiate loan terms with clients**
* **Monitor payments**
* **Maintain records of loan applications**
* **Follow up with clients to manage debt settlements and loan renewals**
* **Ensure all lending procedures comply with regulations**
* **Develop, review and update our company’s credit policies**

**Worked as a customer Relationship Executive in Auto cop India Pvt Ltd. from August 2011 to December 2016.**

**Job Description:**

* **Conduct market research to identify selling possibilities and evaluate customer needs**
* **Actively seek out new sales opportunities through cold calling, networking and social media**
* **Set up meetings with potential clients and listen to their wishes and concerns**
* **Prepare and deliver appropriate presentations on products and services**
* **Create frequent reviews and reports with sales and financial data**
* **Ensure the availability of stock for sales and demonstrations**
* **Participate on behalf of the company in exhibitions or conferences**

**Professional Qualification:**

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| * completing Master in Network Administration plus cloud from Jetking Infotrain Ltd. * Pursuing MBA in marketing from ICFAI University. * Pursuing Diploma in DigitalMarketing from All India IT Association. |  |  |
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**Academic Qualification:**

* 10th with 73%
* 12th with 71%
* 10+2+3 with 56%

**Key Skills:**

* Highly motivated &eager to learn new things.
* Strong motivational &leadership skill.
* Ability to produce best result in extreme situation
* Excellent communication skill in both verbal &written.
* Ability to work in individual as well as in group.

**Personal Information:**

* **Date of Birth:** 5th Feb 1991
* **Father’s Name:** Gangadhar Das
* **Permanent Address:** Vill +Po-Ajaya , Khejuri , East Midnapore -721430
* **Languages Known:** English, Hindi, Bengali ,Assamees
* **Hobbies:** Net surfing, listening to music and reading books.

**Declaration:**

I do hereby declare that all the information given by me is correct to the best of my knowledge.

**Place: Contai**

**Date:**   **Signature**