



## UMAKANTA RAY

Area-Rabindrapally (Beside Birbhum Indoor Stadium),PO+PS-Suri,Dist-Birbhum, WB-731101  
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### Objective

I am a highly driven recent business school graduate seeking a full-time position in finance where I can lend my knowledge of market analytics to help your organization improve profitability.

### Work Experience

- RBL Finserve LTD** 13th March, 2019 - 07th February, 2021  
Branch Operation Executive  
**Mohammad Bazaar Branch**

#### Job Role & Responsibility:

Handeling branch allover activities.

Analyse applicant's financial status and credit to determine feasibility of granting loan.

Responsible for assign work and complete with in given time (as per company's TAT).

Maintain branch record and cashbook ledger, voucher software day to day and monthly report.

File disbursement, Data Collection entry in Web portal, Excel worksheet.

Microsoft Outlook mail.

Cash maintaining.

#### Working Skill:

OD Collection, Normal Collection, GRT

- Star Health and Allied Insurance Company Limited** 08th February, 2021 - Till now  
Officer-Underwritting  
**Suri Branch**

#### Job Role & Responsibility:

Maintain all over branch activities.

Maintain branch account section.

Checking policy new form, renewal form and upload in portal.

Responsible to assign work, maintain all ledger, registers and daily report (as per Company's TAT).

Checking policy medical report, send to LAB and followed up with SM.

Access Official Microsoft Outlook Mail.

Cash maintaining.

Cheque details(Received and Bounced).

### Academic Qualification

- WBBSE** 2012  
Madhyamik  
52.28%
- WBCHSE** 2014  
Higher Secondary-Commerce  
62%
- The University of Burdwan** 2017  
Graduate-BBA (Accounting and Finance)  
60%

### Working Skills

- In Excel (Dara validation, Vlookup, Pivort table, Calculation, Day count etc)

### Courses

- **Diploma & Tally ERP 9**

One year Diploma in Computer Application and Tally ERP 9

## Language

- Hindi , Bengali , English

## Personal Details

- Date of Birth : 09th November,1996
- Marital Status : Un-married
- Nationality : Indian
- Religion : Hindu
- Caste : General
- Sex : Male
- Father's Name : Late Saradakanta Ray
- Mother's Name : Atashi Ray



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