

AMIT MONDAL

B.A

Email: amitmondal40@gmail.com

Phone: +91-8240780256

+91-7596009344

Dear Sir / Madam

Sub: Appropriate Career Opening In Your Esteemed Organization

I take this opportunity to introduce myself as a B.A (Arts) from West Bengal Burdwan University.

I understand that your organization operates in a professional environment. I am absolutely sure that there would be extremely challenging and growth oriented career opportunities existing in your organization. All this positively motivates me to explore an appropriate opening with your good self.

My greatest strength is my ability to be flexible. I always make the effort to adjust my style to the environment around me. I have a strong will power and focused approach towards my work.

I am enclosing my Curriculum Vitae herewith for your kind perusal. I am looking forward for an opportunity to meet your good self and exploring possibilities further.

Thanking You,

Yours faithfully,

AMIT MONDAL

Encl: Curriculum Vitae

AMIT MONDAL
[B.A (Arts)]

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Present Address:

C/O:-Makarendra Mondal.
Rasulpur Uttar Bazar
P.o.-Rasulpur,
Dist:- Burdwan,
West Bengal
PIN-713151
India

Permanent Address:

Do.

Personal Information

Father's Name :
MAKARENDRA MONDAL

Date of Birth : 06th Sep ,1986

Sex : Male

Nationality : Indian.

Marital Status : Married.

Languages : Bengali, Hindi, English.

Place : Rasulpur Burdwan

Career Objective

I am seeking for company where my experiences can not only improve the status of the company but also automate the working process to the best possible one.

Education

I T C	Industrial Training Institute West Bengal Board Of Vocational Education Year 2010-2012 Computer Application
B. A	Arts Bejoy Narayan Mahavidhyalaya (khayan) West Bengal University of Burdwan. Year--2007 Percentage – 47%
H S	Higher Secondary (Class XII) Rasulpur B M High School Year--2004 Percentage 53%
Madhyamik	Secondary (Class X) Rasulpur B M High School Year--2002 Percentage –52.5%

Computer Skill

Well Conversant with MS-Office[MS Word, MS Excel, MS PowerPoint]

Extra Curricular Activities

- ◆ Quick learner
- ◆ Team spirit, Optimistic

WORK EXPERIENCE

HDB FINANCIAL SERVICE ----**MAY 2015** TO OCT 2018

DEPARTMENT –PERSONAL LOAN ,BUSINESS LOAN,
AUTO LOAN,TW LOAN,EDUCATION LOAN.

OCT 2018 TO AT PRESENT CREDIT OFFICER AT UJJIVAN
SMALL FINANCE BANK.

OVERALL SIX YEARS OF CREDIT EXPERIENCE.

Job Role :

1. Taking Care Credit of your Branch.
2. Proper Checking Docs Before Starting Analysis from Sales.
3. Financial, GST ,Bank St. , KYC and other Docs Check.
- 4.Mentain TAT.
- 5.Final Decision or Send for Next Recommendation.
6. Branch Portfolio maintai.
7. Collection and NPA accounts Following up.
- 8.Communication with Legal and Technical Team .
9. Underwriting and Disbushment all file with in TAT.
10. All activity as Credit , Analysis, Disbursement,Recovery ,NPA Account status,Delay payment issue- I working with all.

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