

CURRICULUM VITAE

ABHINANDAN MUKHERJEE

Communication Address

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OBJECTIVES

I would like to grow myself to a leadership/managerial position in the organisation and make a meaningful contribution for the organisation and society. Thus, looking for a betterment.

PROFESSIONAL EXPERIENCE

- ***Present assignment*** : Working in direct payroll at Poonawalla Fincorp Ltd(Formerly known as Magma Fincorp Ltd. (payroll converted since 1st Mar 2016) on oracle platform *from MF Process & Solutions Pvt. Ltd. to Magma Fincorp Ltd.) as a Sr. Exe. in PDC Treasury dept.(formerly known as PDC operations accts. dept.)* since 1st Mar 2016 to till date.
- Worked in Magma Fincorp Ltd. (*under MF Process & Solutions Pvt. Ltd.- sister concern of Magma itself*) as a Sr. Exe. in PDC operations accts. dept. since 5th July 2012 to 29th Feb 2016.
- Worked in e-Nxt Financials Ltd. (*subsidiary of TATA MOTORS FINANCE LTD.*) from 21st Sep 2010 to 2nd July 2012 as a sales coordinator for Passenger Car finance dept. (back office).
- Worked in L&T Finance Ltd. in Operations as a commercial consultant from 1st Apr 2008 to 20th Sep 2010.
- Worked in ICICI HOME FINANCE CO. LTD. in Retail Assets Operations Group (from 2nd Nov 2005 to 7th Jan 2008) as Office executive-1.
- Worked with MILESTONES at 81 Jodhpur Park, Kol 68 as HARDWARE TRAINEE (from June 2005 to Oct 2005).

Job Responsibilities :

- Handling PDCS/SPDCS/ECS/AUTO-DEBIT/ACH of multiple products (loans like HL, CV, Contruction Equipment,Tractor,car,suvidha,etc.) from reviewing to storing in system for current cases , deleting old entries of pdcs & new entry of pdcs for swapping purpose for former cases . Making bounce entries from MIS or from physical chqs with respect to their bounce memos via 'Oracle' system & involved in official mail replies and co-ordinations with other depts. or branches on daily basis in Magma. Maintaining swapping MIS(daily basis) . Also having little bit product/docsknowledge of home loans too. Also maintaining regular IOM management (PDC/NPDC/ACH mandate inflow & outflow).
Also having a role in pay-in-slip generation through system for respective banking dates(1st,3rd,7th,10th & 20th) in present concern .
- Handled all documents of car loan files in *e-Nxt*,
- Given full coordination with our sales executives via phone/mails as well as one to one
- Had a full coordination with CPA & operations team while checking the docs
- Maintained excel MIS of total login files entire the day in CPA & Release Orders for respective car suppliers/dealers.
- Arranged certain approvals for swift movement of files (vide., rate waivers,IP waivers,ODC waivers,RCU release approvals etc.) through mails from respective deviation authorities.



- Maintained PDC stock MIS in excel in co. package Finnone of entire ERO in L&T;
- Quarterly dispatched those PDCs related to CV (Commercial Vehicle loan), EFD (Equipment Finance Div.) & Tractor loan which were to be banked from our outstation branches (Durgapur/Guwahati/Siliguri/Bhubaneswar/Ranchi etc.)
- Maintained chq deposits & bounces in the daily banking excel register
- Made Receipt/data entries in the package Finnone
- Scanned disbursement docs & mailed them to HO
- Coordinated with HO/sales & other branches through mails & telecom
- Dispatched disbursed files to HO .
- Looked after RETAIL ASSETS OPERATIONS GROUP in *ICICI HOME FINANCE CO LTD*;
- Have managed consumer disbursement (PL/Auto/TW/STPL/CONSUMER DURABLE Loans files) through manual checking & making data entries of the files in the system. Also involved with cheques stationary control in Disbursement (cheque printing in Dot matrix printer) .

ACADEMIC QUALIFICATION

- ✓ Completed Graduation B.Sc. 3 Yrs General in the year 2004 from C.U. with 2nd class from Charu Chandra College.
- ✓ Higher Secondary in the year 2001 from W.B.C.H.S.E. with P division from Jogesh Chandra Choudhury College.
- ✓ Secondary in the year 1999 from W.B.B.S.E. with 2nd division from National High School for Boys.

Computer Knowledge

•Application Software

Windows, MS-Office, Internet, (Comfortable with Internet browsing and E- Mail.)
Passed A+ (Computer Hardware course) from IIHT with B grade.

PERSONAL DETAILS

FATHER'S NAME

DR. BIJAN KUMAR MUKHERJEE

DATE OF BIRTH

26 th June, 1981

SEX, RELIGION & NATIONALITY

Male, Hindu & Indian

MARITAL STATUS

Married

LANGUAGES KNOWN

ENGLISH, BENGALI & HINDI (1ST LANGUAGE UP TO H.S. LEVEL)

HOBBIES

Reading books, Listening to music, internet surfing.

Present salary : 24280/- net p.m.
28749/- gross p.m.

Date :

ABHINANDAN MUKHERJEE



