



# DIPANNITA CHAKRABORTY

**FLAT – WB 3 NIVA PARK PHASE 4, 669 BRAHMAPUR KOLKATA - 700096**

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## PROFESSIONAL SNAPSHOT

- ↪ A budding professional with experience in **Sales & Marketing and Coordination.**
- ↪ Presently Deputed at **AXIS Bank Limited (Payroll Of Qess Corp Limited)** as a **Senior Executive Operation.**
- ↪ Total work experience of **more than 6 years into Banking and Finance.**

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## CAREER RECORD

**SINCE OCTOBER 2015 TILL DATE working with Qess Corp Limited as a Sales Coordinator (Auto Loans)**

### Responsibilities

- ↪ Playing a key role in sales Coordination.
- ↪ Maintaining Regional MIS. ↪ Responsible for end to end process of a loan application.

**FROM DECEMBER '2014 – OCTOBER 2015 with I Process Solutions as a SALES EXECUTIVE (Personal & Business Loan and Loan against Securities)**

### Responsibilities

- ↪
- ↪ Played a key role in building the customer network through periodic efforts..

- ⇒ Motivating prospects for higher sales and new businesses.
- ⇒ Handling various branches in KOLKATA and developing a profitable business to the organisation.
- ⇒ Communicating value proposition, company's vision, product and service capabilities to the privilege and wealth banking customers and also ensuring better services to them.

**FROM MAY '2014 – NOVEMBER' 2014 with MAGMA FINCORP LIMITED as a GOLD LOAN OFFICER.**

- ⇒ Updating of Client policy acceptance.
- ⇒ Maintaining a tracker of the business.
- ⇒ Transferring all the loan documents to the Area Manager and Regional Manager.
- ⇒ Communicating value proposition, company's vision, product and service capabilities to the customers and also ensuring better services to them.

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## **SCHOLASTICS AND CERTIFICATION**

- 2011**     **Bachelor of Arts** from University of Calcutta.
- 2008**     **Intermediate** from West Bengal Council of Higher Secondary Education.
- 2006**     **Matriculation** from West Bengal Board of Secondary Education.

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## **TECHNICAL SKILLS**

- ⇒ **PROGRAMMING LANGUAGES** – C, JAVA AND VISUAL BASIC
- ⇒ **OPERATING SYSTEM** – MS OFFICE
- ⇒ **INTERNET TECHNOLOGIES** – DHTML, JAVASCRIPT, FRONTPAGE
- ⇒ **WEB TECHNOLOGIES** – HTML, JAVASCRIPT

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## **PERSONAL DOSSIER**

- DATE OF BIRTH**                      : 21/08/1990
- FATHER'S NAME**                    : PRADIP KUMAR MUKHERJEE
- GENDER**                                : FEMALE

**MARITAL STATUS** : Married

**LANGUAGE KNOWN** : English, Hindi and Bengali

**HOBBIES** : Singing, dancing and travelling.

**DATE** :

**(SIGNATURE)**