**Curriculum Vitae**

**PERSONAL DOSSIER**

Name - **Diptimoy Banerjee**

Father’s Name –Late Gobinda Banerjee

Mother’s Name-Jhuma Rani Banerjee

Address - Santoshpur, Kalinagar, Post Bidhangarh, P.S Rabindranagar,

Kolkata – 700066, South 24 Parganas, West Bengal, India

Religion – Hinduism

Marital Status - Single

Contact–+918272932339

D.O.B – 29/09/1996

Blood Group – O+

Age - 23+

Email -dbanerjee707@gmail.com

Languages Known – English, Bengali & Hindi

***Career Objective:* Securing a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the organization.**

**Edification**

***2018, B.Com* (Hons.) (Accountancy)**

***Jogesh Chandra Chaudhuri College*** *(University of Calcutta)*

Passing Marks Obtained 44% (Second Class)

***2014,* Higher Secondary (Commerce)**

**Akra Saktigarh Rabindra Bidyapith (ASRB)**

*West Bengal Board of Higher Secondary Education (WBBHSE)*

Passing Marks Obtained 60.25% (First Division)

 ***2012,* Secondary**

**Akra Saktigarh Rabindra Bidyapith (ASRB)**

*West Bengal Board of Secondary Education (WBBSE)*

Passing Marks Obtained 60% (First Division)

**Work History**

**Since 2019 Dec,**

**Current Designation - Jr. Personal Discussion Executive**

**(CPA Banking)**

**PAMAC FinServe Pvt.Ltd(KOLKATA, WEST BENGAL)**

PAMAC Finserve Private Limited (PAMAC) today is amongst the leading Third Party Process Management Companies catering to domestic as well as international clientele. The Group has always focused on the niche market of Onshore or Near Shore Process Management Services related to Credit, Risk and Operations for Banks, NBFC’s and Insurance Companies.

***About My Work Designation,***

**Personal Discussion (Designation) with customer against their applied loan from Bank & Non-Banking Financial Company (NBFC). It is the process where customer's asset base, liabilities and income strength can be justified for his/her applied loan. Where complete PD (Personal Discussion) report can be shown up by the customers’ background and their all income activities. It is a technique for identifying potential risks in the credit operation of a customer.**

***Details about work,***

**Personal Discussion (PD) of Business and SME Loans:-**

**1. We provide the End to End support for SME loans, by visiting their existing and prospective sites.
2. We assess SME through various parameters viz. financial risk, Management information, Creditor and Debtors' information, neighborhood feedback and promoters details.
3. Financial analysis and Management of this activity is done centrally which has helped our esteem client in consolidation of report and one point contact for coordination.**

**Previous Work History** 23+

***(*June 2018 to Dec 2018)**

Worked at Dutta Pharmacy as a GST Operator and Stock maintainer of Medicines.

**Strengths**

* Actively participated & Conducted college events such as Fun days, Sports day, Fests etc.
* A good Chess & Cricket Player.
* Good communication and interpersonal skills.
* Self-learning & Quick learner.
* Good Time management and hard worker.
* Good to work in Team Management.
* Honesty and Integrity
* Punctuality
* Motivating people & Self Motivated
* Problem Solving Skills

**Language Known**

**Read Write Speak**

|  |  |  |  |
| --- | --- | --- | --- |
| **Language** | **Read** | **Write**  | **Speak** |
| **English** | **Excellent** | **Very Good** | **Good** |
| **Hindi** | **Average** | **-** | **Average** |
| **Bengali** | **Excellent** | **Excellent** | **Excellent** |

**Additional Information / Volunteer Experience**

* V- Force Volunteer at **(UNV India)** online programme.
* Currently working at (**PAMAC FinServe Pvt. Ltd**) as designation of Jr. Personal Discussion Executive (CPA BANKING) since December 2019.
* In PAMAC, have work experience in **Branding Assessment of SKF Brand (**Swedish bearing and seal manufacturing company) and attempted total no. of 4 assessment in SKF retail store & office in Kolkata and Durgapur.
* Through PAMAC, have work experience in **Financial Service for customer of FedEx & DHL in Kolkata & outer city to promote their business and setting desired credit limit.**
* Through PAMAC, went to Bardhhaman City for a **Site Visit & Evaluation of CRISIL on a vacant land which is chosen for authorize Service Centre of TATA Motors.**
* Through PAMAC, did **Financial Audit on Rs. 70.00 lacks for a customer (Export Garments Businessman) of CITI Bank.**
* GST& Stock maintenance at Medicine Pharmacy. (6 Months of experience)
* Insurance Agent since 2018 (Life Advisor) at **Kotak Mahindra Old Mutual Life Insurance Limited** *L. No :* ***KLI6047238***

**Technical Skills / Computer Knowledge**

* ***Operating System*** :WINDOWS XP / VISTA / WIN7 / WIN8 / WIN10
* ***Professional Skill*:** Certificate & Diploma in **Financial Accounting System** (CFAS & DFAS), **Tally ERP9** (ADFAS), **SAP FICO** (user level) & currently working on **Resoftech Software (at PAMAC).**
* ***Office Tool:*** MS Word, MS Excel, MS Power Point.

***Some Other Activities During Lockdown Period :-***

**(World Health Organization)**

***E****-****CERTIFICATES ON HEALTH EMERGENCIES PROGRAMME :- (WHO)***

**1.** Emerging respiratory viruses, including COVID-19: methods for detection, prevention, response and control.

**2.** COVID-19: Operational Planning Guidelines and COVID-19 Partners Platform to support country preparedness and response.

 **3.** Standard precautions: Environmental cleaning & disinfection.

 **4.** Tobacco product regulation: Basic handbook.

 **5.** Incident Management System (tier 1)

**Some Important Online Certification Programme :-**

 **(E-certificate)**

* FOR ATTENDING THE WEBINAR : **“ IMPACT OF LOCKDOWN ON INDIAN ECONOMY: CHALLENGES AND PROSPECTS ”**

ORGANIZED BY,

THE DEPARTMENT OF ECONOMICS,

**JOGESH CHANDRA CHAUDHURI COLLEGE**

**(UNIVERSITY OF CALCUTTA)**

DATE: 30 JUNE 2020 Certificate no: HKGJQC-CE000075

* FOR ATTENDING THE WEBINAR : **“ COVID 19 IMPACT & SOCIAL WORK INVENTION ”**

ORGANIZED BY,

THE FACULTY OF SOCIAL WORK,

**THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA**

DATE: 26 JUNE 2020 Ref No.: FSW/MSU/26th June/A98

* FOR ATTENDING THE WEBINAR : **“POST COVID 19** -**A FUTURE JOURNEY FOR THE YOUTH ”**

ORGANIZED BY,

**GLOBAL LAW THINKERS SOCIETY (GLTS)**

DATE: 9th JULY 2020 Certificate No. – 0023

* FOR ATTENDING THE WEBINAR : **“SPIT FREE INDIA MOVEMENT PREVENT THE SPRED OF COVID 19”**

ORGANIZED BY,

**NARAYANA SUPER SPECALITY HOSPITAL, NATIONAL SERVICE SCHEME**

DATE: JULY TO AUGUST, 2020

* Participated in national level Online Quiz on

“Recent development in science and technology”&

“Waste Management”

Organized by,

Department of Mechanical Engineering & Engineering and Technology of

**Mandsaur University, Madhya Pradesh& KPRIET- UBA, NSS & ECO CLUB (AVINASHI ROAD, ARASUR, and COIMBATORE - 641407)**

DATE: 24TH JULY 2020

**Hobbies**

Singing, Cooking, Photography, Poetry writing, Interest in Foreign Language (French), Reading Magazine, Motivate others people, Pets, Web series, Movie, Learning recipes from YouTube about

Uncommon dishes.

**Reference**

 Mr. **Ashim Boral**

CPA Manager at**PAMAC FINSERVE PVT. LTD** (Kolkata, West Bengal)

Phone No. - +91 9830410677

Miss. **Sweta Majumder**

Volunteer& Leader of **V-Force India** online programme (UNV INDIA)

Phone No. - +91 9830446110

***I hereby declare that the information furnished above is true, complete and correct to the best of my knowledge and belief.***

**(Diptimoy Banerjee)**