



AYAN BHATTACHARJEE

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8240167594
DOB 1st November 1984

Objective

My goal is to become associated with a company where I can utilize my skills and gain further experience while enhancing the company's productivity and reputation.

Experience

S & IB services Pvt Ltd

Nov 2007 - February 2009

Accounts Executive

Worked as a Accounts Executive. Handling all billing and salary processing

Ujjivan Financial services Pvt Ltd

February 2009 - March 2012

Operation executive

Worked as a operation executive and in this period all type of customer transaction preparation which were received from Branches and loan entry preparation

Ujjivan Financial services Pvt Ltd

March 2012 - August 2018

Team Leader Operation

In this period, got promoted as a Team leader in operation. This period under my team 4 peoples working. Need to go branch for training software for cash related entry.

Prepare courier Bill, vendor bill, vendor management.

MIS preparation in Excel for all territory.

Ujjivan Small finance bank Ltd

September 2018 - May 2022

Branch operation officer

In this period, worked as a branch operation officer and handled all branch related work.

Customer dealings and cash, security stock like Insta kit, demand draft, cash, Risk and compliance, Legal issue, Audit, Branch admin related work.

Customer service related work resolution in my KRA.

Sold Savings account, current account, FD/RD, Third party business like Life insurance, health insurance, general insurance also. This are all part of my KRA.

In Ujjivan contain 70% Operation and 30% Business.

In this period Best Liability Sales acquisition certificate received from National Sales Manager.

Received Medal for higher liability business.

Education

WBBSE

Madhyamik

2001 —

WBBHSE

Higher Secondary

2003 —

Calcutta University

B.Com (Hons.)

2006 —

Sikkim Manipal University

MBA Finance

2012 —

Skills

- Advance Excel
- Banking operations and customer service
- Core Banking knowledge

Marketing and sales
Retail Banking

***Achievements
& Awards***

Award for Best Retail Banking manager
Best customer dealing banker
One of the leading sales manager in distribution