



CURRICULUM VITAE

SOUVIK MUKHERJEE

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Present Address : 5/1 Naskar Para Lane, P.S- A.J.C BOSE, P.O - B. Garden, Howrah - 711103

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EDUCATIONAL QUALIFICATION

Name of the Examination	Conducted by	Year of passing	Percentage
SECONDARY	W.B.B.S.E	2010	61%
HIGHER SECONDARY	W.B.C.H.S.E	2012	70%
B.COM	C.U	2015	42%

PERSONAL DETAILS

Father's Name	Tapan Mukherjee
Date of Birth	29 th September 1993
Permanent Address	5/1 Naskar Para Lane, P.S - A.J.C BOSE B. Garden, P.O- B. Garden, Howrah 711103
Nationality	Indian
Religion	Hinduism
Caste	General
Marital Status	Single
Gender	Male
Language Known	Bengali, Hindi, English
Hobby	Reading Bengali Novel, Watching Bengali Movie

WORK EXPERIENCE –

- Presently work in Bandhan Bank Limited as a Team Member Concurrent Audit-Branch Banking vertical department Inspection & Audit from 22 June 2020 onwards now deputed in Kadamtala Panchanantala & Liluah Branch

Job Description

- **Checking all financial & non financial transactions which done on last transaction day**
 - **Checking Account Opening Forms for KYC Verification, verifying the customer request which was processed by actual TAT.**
 - **Surprise Cash, ATM verification, Insta Kit verification as per record.**
 - **Maintain branch hygiene for good customer service.**
 - **Verifying the on boarding customer calling which is done from the branch end.**
 - **Account monitoring of HNI Customers.**
 - **Control Income Leakage**
- **Worked as Sales Officer - Branch Banking in Axis Bank Limited at Howrah N.S Road Branch in between 15th July 2019 to 8th January 2020.**

Job Description:

- **Sourcing Current Accounts & Savings Accounts.**
 - **Customer Services.**
 - **Sales of Partner Insurance, DEMAT, Trading A/c and Loan product.**
- **Worked as a Gold Appraiser at Senior Sales Officer Grade in India Infoline Finance Limited (IIFL) at Howrah Andul Bazar Branch from 12th March 2018 to 24th December 2018.**

Job Description:

- **Branch Operation**
- **Cash Handling**
- **Appraise Gold Ornaments**
- **Loan Processing**
- **Be a joint custodian of cash and gold ornaments and its safe deposit articles.**
- **Verify the purity and the weight of gold offered as security by gold loan customers and to keep Gold/ Gold ornaments after sanction in joint custody as per instructions generate and check relevant reports.**
- **Customer Sourcing**
- **Others Loan Products selling (i.e. Gold Loan, Home Loan, SME Loan)**
- **Third Party Insurance Selling.**

- Worked as a Junior Assistant from Gold Loan Department in between 26th April 2017 to 7th March 2018 in Manappuram Finance Limited at Nona, Uluberia branch.

Job Description:

- Branch Operation
- Cash Handling
- Loan Process
- Save the cash related daily and keep a hard copy of all the reports properly filed for future reference.
- Vault handling.
- Loan Recovery
- Third Party Insurance selling

Date :

Place : Howrah

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