

Curriculum Vitae

Surajit Chakraborty

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Mob: 9831809488



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- ❖ **CAREER OBJECTIVE:** To work with a dynamic organization that will allow me to broaden my horizons, skills and knowledge to achieve the goal of the organization, along with obtaining a problem solving position where my knowledge, thoughts, ability and creativity will be implemented to give the best and efficient result & seeking assignments in Branch Operation officer / Back office Operations officer with a growth Oriented organization which is reputed in financial & Banking Sector.
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- ❖ **PERSONAL SKILLS:** Hard Working & Friendly Attitude.
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- ❖ **COMPUTER SKILLS:** Fast learner with ability to Microsoft Office & Tally.

- ❖ **PROFESSIONAL WORK EXPERIENCE:**

(ASIM DUTTA & ASSOCIATE): (AUDIT ASSISTANT): (from february -2015-june-2018):

Working as "AUDIT ASSISTANT" "ASIM DATTA & ASSOCIATE" "BANGIYO GRAMIN VIKASH BANK"
Concurrent Audit report monthly represent. FEB-2015-JUNE-2018.

FULLERTON INDIA CREDIT CO LTD: ROLE- TRANSACTION OFFICER: (EXECUTIVE- CREDIT OPERATIONS & CASHIER): (from June 2018-february 2020):

- Loan file checking & online login.
- Cibil & Highmark generation for login loan applications.
- Final disbursement of loan amount to beneficiary account.
- Cash handling & cash receiving against loan EMI.
- Final scrutiny of loan files & dispatch to head office.
- Administrative activities as keep record back office registers & files.
- Monitoring the post disbursement activities.
- Fund transfer to inter bank account.
- NEFT & RTGS money transfer.

NEW BARRACKPUR MUNICIPALITY URBAN LOCAL BODY:ROLE- (LOAN PROCESSING OFFICER): (NO WORK NO PAY BASIS):(from July 2020- June 2021):

- Loan file checking & online login.
- Final disbursement & Fund transfer to inter bank account.

BANDHAN BANK: ROLE -(LOAN PROCESSING UNIT BASED AT CENTRAL PROCESSING UNIT KOLKATA): (GRADE- SENIOR EXECUTIVE): (from july 2021-till date)

❖ ACADEMICS CREDENTIALS:

ACADEMICS CREDENTIALS:		
DEGREE	YEAR OF PASSING	UNIVERSITY/BOARD
Secondary Examination	2003	W.B.B.S.E
Higher Secondary Examination	2005	W.B.C.H.S.E
Bachelor of Commerce (Hons)	2008	University of Calcutta

❖ **PROFESSIONAL CREDENTIALS:**

DEGREE	BOARD	YEAR OF PASSING
C.I.A(Certified Industrial Accountant)	I.C.A(ISO 9001 INSTITUTE)	2010
ACCOUNTING USING TALLY	N.C.V.T	2017

❖ **EXTRA PROFESSIONAL CREDENTIALS:** I Completed 50 hours of Pre Licensing Training as stipulated under Agency Regulations of IRDA & year of passing 2011.

I Completed Learning for Earning Income Tax, Vat & C.S.T, Service Tax & Central Excise Under Senior & Experience **COST ACCOUNTANT** & year of Passing 2014.

❖ **SPECIAL INTEREST:** Listening Music, Play Football, Cricket and meet the different peoples etc.

❖ **STRENGTHS:** English typing, Tally Software, Microsoft Office.

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❖ **HOBBIES:** Use Computer, Play Cricket.

❖ **PERSONAL INFORMATION :**

- ❖ **FATHER'S NAME** : Mr. Pradip Chakraborty
 - ❖ **DATE OF BIRTH** : 13th June 1987
 - ❖ **GENDER** : Male
 - ❖ **NATIONALITY** : Indian
 - ❖ **MARITAL STATUS** : Married
 - ❖ **PERMANENT / MAILING ADDRESS**: 323/4 East Kodilia, Lanin sarani, Near-purbachal club, New Barrackpur, Dis-North 24 parganas, P.O+P.S- New Barrackpur, Kolkata-131, State- West Bengal.
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❖ **DECLARATION:**

I hereby declare that all the information given here in is true to the best of my Knowledge.

- ❖ **DATE:**
- ❖ **PLACE:**

(SURAJIT CHAKRABORTY)

