

**NAME: BISWAJIT ARYA**  
**ADDRESS: VILL: BARA ATIABARI**  
**PO:GITALDAH ATIABARI**  
**PS:DINHATA, DIST:COOCHBEHAR**  
**STATE:WEST BENGAL,PIN:736135, 7001057690**  
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### **CAREER OBJECTIVE**

SEEKING A CHALLENGING POSITION WHICH CAN UTILISE MY KNOWLEDGE, SKILLS AND EXPERIENCE IN CONTRIBUTING TOWARDS FULFILLING THE COMPANIES GOAL.

### **EDUCATIONAL QUALIFICATIONS**

- ▶ M.P (W.B.B.S.E) – 2002 – 61.37%
- ▶ H.S (W.B.B.H.S.E) – 2004 – 42.9%
- ▶ B.A ( K.S.O.U) – 2014 - 67.66%

### **SYSTEM ABILITIES**

- ▶ MS Office (MS-Word, MS-Excel,)
- ▶ Internet and E-mail.

### **COMMUNICATION SKILL**

- ▶ BENGALI (SPEAK & WRITE), ENGLISH (POOR), HINDI(SPEAK)

### **PERSONAL STRENGTH**

- ▶ DYNAMIC,COMMITTED AND HARD WORKING,GOOD TIME MANAGEMENT, GOOD SPOKEN POWER, EFFECTIVE COMMUNICATION SKILLS, PATIENT & FRIENDLY,WILLINGNESSTO LEARN.

### **PERSONAL DETAILS**

NAME : BISWAJIT ARYA  
DATE OF BIRTH : 24/10/1985  
FATHERS NAME : LATE MANIK CHANDRA ARYA  
NATIONALITY : INDIAN  
SEX : MALE  
MARITAL STATUS : MARRIED

### **PROFESSIONAL EXPERIENCE**

▶ 2007 FEB – 2010 FEB : COOCHBEHAR KHAGRABARI RELIEF SERVICE COOCHBEHAR (WEST BENGAL)  
DESIGNATION: CREDIT OFFICER

▶ 2010 FEB – 2012 FEB : COOCHBEHAR KHAGRABARI RELIEF SERVICE COOCHBEHAR (WEST BENGAL)  
DESIGNATION :BRANCH MANAGER.

▶ 2012 MARCH – 10TH SEPTEMBER 2015 : COOCHBEHAR KHAGRABARI RELIEF SERVICE. COOCHBEHAR (WEST BENGAL)  
DESIGNATION : REGIONAL MANAGER.

### **WORK PROFILE**

- ▶ Proficient in Area identification in new JLG formation. Area survey in new business.
- ▶ Client identification in new JLG Proficient in Loan assessment & Loan amount Sanction in Borrower. Proficient in Loan Disbursement & Collection Weekly Installment.
- ▶ I am proficient in new JLG formation and OD collection.
- ▶ Proficient in Loan Utilization Check, Back Office Management work.
- ▶ Proficient in Loan assessment & Loan amount Sanction in Borrower.

- ▶ Weekly, Monthly – Cashflow & Indent Maintain. Cross sell Product training, Handling the sales team. Cross sell Product training, Handling the sales team.
- ▶ PAR maintain & New Business Development. JLG Surprise visit based on format. Monthly Closing Prepare by C.O & B.M. Target achievement in Portfolio & Borrower.
- ▶ Proficient in Ending meeting at evening with C.O & B.M in Branch Office.

▶ **2015 SEPTEMBER – JULY 2016:** JANALAKSHMI FINANCIAL SERVICES PVT. LTD. SOUTH 24 PARGANA (WEST BENGAL)

**DESIGNATION : CUSTOMER RELATIONSHIP MANAGER (CREM)**

### **WORK PROFILE**

- ▶ Taken Follow up my team attend office in time and conduct meeting in day plan.
- ▶ Follow up today's DB customer for timely visit at office Day plan given to AH/BH,
- ▶ Solving previous files query Inspiring and motivating staff
- ▶ Sourcing villages for the new business purpose and educate on JFS product.
- ▶ generate new leads in daily basis and handover the CRES/CREC.
- ▶ Conduct meeting with CRES's/CREC to share his/her Cross Cell (MP, SBL,NANO) Collection performance. Provide product training to customers
- ▶ Report given to AH for today's sourcing/collection business performance on Sales.
- ▶ Follow up the collection team in the collection time and PAR/OD maintain & ensure 100% collecton & biometric. Providing excellent service to customers
- ▶ Must learn and understand operation work (like. SDFC, Web view, Collection Calendar etc...)
- ▶ Area identification for the new business and survey this area based on office format and given the survey format by the senior for the approval purpose.
- ▶ Developing, implementing and maintaining a business plan for the branch. Target distribute the team & achieve sales targets for SBL/NANO loan and cross sell business.
- ▶ Identifying then addressing team training and development needs.
- ▶ Reviews on business performance (sourcing, approval, disbursal and collection ) along with AH/BM.

▶ **2017 MARCH - 2019 SEPTEMBER :** SATIN CREDITCARE NETWORK LIMITED (SCNL) SILIGURI (WEST BENGAL)

**DESIGNATION: SENIOR BRANCH MANAGER(Grade-Asst. Manager)**

▶ **2019 OCTOBER - PRESENT:** SATIN CREDITCARE NETWORK LIMITED (SCNL) SILIGURI (WEST BENGAL)

**DESIGNATION: TERRITORY MANAGER (Grade-Deputy Manager)**

### **AWARD**

West Bengal Region Janastar (BEST CREM) in the month of February-2016,Position-1<sup>st</sup>

West Bengal Region Janastar (BEST CREM) in the month of March-2016, Position-1<sup>st</sup>

West Bengal Region Janastar (BEST CREM) in the month of April-2016, Position-1<sup>st</sup>

2nd highest Disbursement performer for the month of January, February and March Quater \_2019 In Siliguri Region. Position- 2nd

### **OTHERS EXPERIENCE**

- ▶ EM ( External Monitor) during The Pulse Polio & SIW rounds was associated with monitoring and providing feedback of various round activities since 2011 with **WORLD HEALTH ORGANIZATION.**

### **DECLARATION**

I , Biswajit Arya do hereby declare that what is stated above is true to the best of my knowledge and belief.