

CURRICULUM VITAE

PRITAM SARKAR

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CAREER OBJECTIVE

To prove myself as an honest, faithful, diligent employee & an asset to the company so that not only I as an individual grow, but also the company grows simultaneously and to enhance my working skills.

EDUCATIONAL QUALIFICATION

- Passed 10th from WBBSE Board (2009)
- Passed 12th from WBBHSE Board (2012)
- Diploma in IT from YCTC (WB Govt. undertaking) (2012)
- Graduation B.sc IT lateral entry from PTU (2014)

COMPUTER SKILL

- Knowledge of Basic Computer Application.
- Able to understand and implement modern operating system.
- Diploma in Hardware Networking

WORKING EXPERIENCE

- Working in Ujjivan Small Finance Bank as a Senior Loan Officer from 21.07.2021
 - Process personal loan of corporate company.
 - Document Collection through online and log in new file.
 - Calling new customers from online enquires.
- Working in Bharti Axa Life Insurance as a relationship officer from 19.02.2021 to 14.07.2021
 - Making a good communication with new customer through various kind of reference.
 - Maintain good relation with customer.
- Job experience in Bajaj Finance Ltd. as a Sales officer from 05-09-2019 to 01.02.2021.
 - Responsible for assigned sales targets (monthly, quarterly and annually).
 - Goals set for centres month on month, maintaining relationship with target customers,
 - Document collection, Provide daily updated data
 - Establishing a healthy relationship with customer, Effectively handled the Doctors and CA
 - Operating Internet, Updating all records and documents (Hard copy as well as Soft copy)
 - Proper loan approval and disbursed it on time.
 - Follow up for EMI payment.

➤ Job experience in Tele performance as phone banking department SBI process (2017-2019)

- Handling with customer over phone;
- Answer incoming Customer inquiries.
- Record customer information within our customer service database.

➤ PROJECT WORK

SAP in implement (WBSEBCL)

STRENGTH

- Believe in honesty because this is the key of success in life.
- Punctual and hard worker.
- Well behavior.

PERSONAL INFORMATION

Date of Birth : 26-04-1993
Father's Name : Late Shyamal Sarkar
Mother's Name : Piue Sarkar
Address : East Sreenagar, Birati, Kol-700051
Marital Status : Single
Nationality : Indian
Language : Bengali, Hindi, English

I hereby declare that all the information provided here are correct to the best of my knowledge

Date:.....

Place: Birati

(PRITAM SARKAR)