## *SANDIP GHOSH*

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**E-Mail:** sandipghosh657/852@gmail.com

**Mobile: 8981015070**

I am looking for a responsible position in a leading organization which hold’s challenge, promise and dedication. Full–fill all expectation’s of that organizations which need, as well as which Full–fill all my dreams.

**Professional synopsis**

* A competent professional with around 8 years of experience in the areas of finance Industry, Marketing, Branch Operational activities, Compliance client relationship and servicing.
* Experience in Business Promotion, marketing and collection
* Expertise in managing Branch Office administration and operations.
* Possess excellent communication, interpersonal and relationship management skills.

**Organisational experience**

* **9th January’12 to 16th sept’14** – ***In India Infoline Finance Ltd. Gold Loan, Kolkata***

***As sales officer.***

**Notable Accomplishments :**

Perform branch operational activities such as interacting with the customer, Gold Appraisal, Cash Handling, Loan Disbursal, Daily Transactions report maintenance and activities related to gold loans, business loans and depository service.

* **21st Nov’06 to 5th January’12** – *In* ***TATA Motorfinance Ltd.(e-nxt)***

***As Assistant Manager of Recovery.(Collections)***

**Notable Accomplishments :**

Responsiblefor collection performance ,Should be achieve Maturity Efficiency target, negotiate &settle defaulter customer’s accounts as per company guidelines audit compliance sales related matter, report preparation, correspondence with higher authority and other activities.

* **11th October’2004 to 19th November’2006** – **In Paragon Finance Limited**

***As Supervisor.***

**Notable Accomplishments :**

Supervise the Branch Offices, Collect EMI from Branch Offices, Consolidate Branch MIS and prepare Daily Collection Report. Visiting individual CM Prepare various report for Evaluation and Monitoring purpose, Handling with NPA a/c. In sorts of administrative and office work.

* **2nd March’2001 to 31st January’2004 – In Arihant Cargo Carriers (p) Ltd.**

**As Branch Incharge**

**Notable Accomplishments :**

Handling all types of voucher prepare, and customer collection and accounts.

**Academic credentials**

* B.Com (Hons) from University of Calcutta in 1999.
* Higher Secondary from W.B.C.H.S.E. in 1996.
* Secondary From W.B.B.S.E. in 1994.

**extra curricular activities**

* Computer Knowledge of Youth Computer Training Center (Certificate course)
* Participated in various Cultural Programs.
* Part of the college football team & college Badminton team

**personal details**

**Name :** **Sandip Ghosh**

**Father’s Name :** **Sanjit Ghosh**

**Date of Birth :** **5th October 1982**

**Marital Status :** Married

**Language known :** English, Hindi & Bengali

**Interests :** Travelling.

**Contact Address :** **133/3, Narasingha Dutta Road**

**P.S. – BANTRA, KADAMTALA, HOWRAH**

**Pin : 711101, West Bengal.**

**References :** References will be provided as per requirements.

**Date:-**

**Place: Howrah, Signature**