

RESUME

SANJOY TAPADAR



Communication Address:

VILL - THAKURBARI

P.O - FULKUSHMA

SUB DIV: - KHATRA

DIST: - BANKURA ,

STATE- WEST BENGAL, PIN- 722162

CONTACT NO:- 8100032949, EMAIL:- stapadar.sanjoy2009@gmail.com

Career Objectives:

- Seeking a good opportunity in a good company that enables me to improve my skills, increase my practical experience fulfil my personal ambitions and expand my knowledge.

Academic Qualification :

Qualification	Name of Institute/Board	Year
MADHYAMIK	W.B.B.S.E	2005
H.S.(+2 stage)	SHSCD.ORG	2008
GRADAUTION	CMJ UNIVERSITY	2012

Technical & Other skills :

Operating Systems: Knowledge on Win 98/ Win XP/win7

Softwares : Microsoft Office(Word, PowerPoint, Excel), and knowledge about Internet and other Basics , CDTP, DDTP.

OTHER SKILLS : Decision-making skills,leading & managing skills, honest and trustworthy, positive attitude, mathematical ability, motivational skills.

Role & Responsibilities:

1. Lead the Microfinance Field Staff (MFS) & maintain relationship among staff.
2. Conduct client re-briefing during loan release.

3. Ensure 100% on-time collection of loan.
4. Ensure the safekeeping of all cash, documents, and accountable forms in the possession of the microfinance unit.
5. Supervise and monitor the daily activities of the MFS.

Experience :

Designation	Company	Duration
Area Collection Manager	L & T finance services limited	Till date
Area Manager	Samasta Microfinance Limited	2018 to 2020
Assistant Manager	Axis Securities Limited(axis bank microfinance)	05/07/2017 to 31/10/2018
Branch Manager	Asmitha Microfin Limited	2011 to 2016
Assistant Branch Manager	Asmitha Microfin Limited	2010
Field Credit Assistant	Asmitha Microfin Limited	2008

Hobbies :

Singing and Listening Music ,Newspaper reading, Traveling, Watching movies etc

Personal Details :

Father's Name : - Kabindra Nath Tapadar
 Date of Birth : - 01-Jan-1986
 Gender : - Male
 Marital status :- Married
 Nationality : - Indian
 Languages Known : - Bengali, English , Hindi,Oriya.

Declaration :

I certify that all the statement made in the above application are true and correct to the best of my knowledge and belief.

Place: Thakurbari, Bankura ,West Bengal

Date:.....

(Sanjoy Tapadar)