**SubhankarBhaduri RESUME**

12, K.P. Chattaraj Road

PO+PS – Berhampore

Dist – Murshidabad (WB)

Pin – 742101

(M) – 9434463649/7029087356

Email – [subhankarbhaduri16@gmail.com](mailto:subhankarbhaduri16@gmail.com)

**Seeking Assignments inMarketing/Branch Operations with leading Organisation.**

## SUMMARY OF SKILLS

- **Branch Operations**

**- Cash Management**

**- General Administration**

**- Primary Underwriting**

**- Client Servicing**

**- Statutory Compliance**

**- Process Enhancement**

**- Customer Retention**

**- Documentation**

**PROFESSIONAL PROFILE**

***Experience Profile***

* An accomplished professional with rich experience in Branch Manager, Business Loan,**Cashering**, **Cross selling**, **Marketing**, **Operations**,**Client Servicing**, **Underwriting Processes**, with organisations of repute.

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**Broad Performance Areas**

* Branch Manager

**Operations**

**Management**

* Marketng
* Cash handling.(Day end report)
* Customer Servicing.
* Monitoring overall Branch marketing, Operations, Recruitment, Infra, New Business processing, policy issuance, Branch persistency identifying improvement areas and implementing adequate measures to maximize customer satisfaction level

**Career HHighlights**

**JANA SMALL FINANCE BANK as Relationship Manager, Business Loan From 28th April,21**

**PNB METLIFE INSURANCE CO. LTD as Relationship Manager From 18th Nov 2020**

**Bajaj Allianz Life Insurance Co. Ltd as Relationship Manager From 10th Feb 2020**

**Star Health & Allied Insurance Co. Ltd**. Association with the Company –From 18th June-2019

**Branch Manager Location: Berhampore(West Bengal)**

**Overall Branch Management**

**Supervision Of Sales Team**

**Supervision Of Operations Team**

**Recruitment of Sales and Operations**

**Handling a team of 20 people including operrations and sales**

**BIRLA SUN LIFE INSURANCE COMPANY Ltd**. Association with the Company –From 28thDec-2016

**Customer Service Executive(Assistant Manager) Location: Berhampore(West Bengal)**

* Supervising the Operations, Facilities and Administration Activities to facilitate Agency Sales, Alternate Channel Sales, Corporate agents and training departments with a professional work environment.
* **Cashiering** of new business, renewal and bop.
* General branch administration
* Day end report generating
* Responsible for bank lodgement of cash & cheques with minimum tat.
* **Cross Sell** ( by retaining of customer by collecting renewal premiume)
* **Customer servicing**.
* Ensured Quality compliances laid by IRDA for Audit Purpose.
* Maintained petty cash at branch level.
* Taking care of daily basis overall administrative control

**Reliance Life Insurance Company Ltd**. Association with the Company –From14th Juy-15 to 17th Dec-2015

**Customer Care Executive Location: Bolpur(Birbhum)**

* New business
* Supervising the Operations, Facilities and Administration Activities to facilitate Agency Sales, Alternate Channel Sales, Corporate agents and training departments with a professional work environment.
* **Cashiering** of new business, renewal and bop.
* General branch administration
* Day end report generating
* Responsible for bank lodgement of cash & cheques with minimum tat.
* **Cross Sell** ( by retaining of customer by collecting renewal premiume)
* **Customer servicing**.
* Ensured Quality compliances laid by IRDA for Audit Purpose.
* Maintained petty cash at branch level.
* Taking care of daily basis overall administrative control

**Aviva Life Insurance Company Ltd**. (Under GI Group) Association with the Company – 27th Jan-2015 to 13th July-2015

**BSG- Executive Location: Asansol**

* Supervising the Operations, Facilities and Administration Activities to facilitate Agency Sales, Alternate Channel Sales, Corporate agents and training departments with a professional work environment.
* **Cashiering** of new business, renewal.
* General branch administration
* Day end report generating
* Responsible for bank lodgement of cash & cheques with minimum tat.
* **Cross Sell** ( by retaining of customer by collecting renewal premiume)
* **Customer servicing**.
* Ensured Quality compliances laid by IRDA for Audit Purpose.
* Maintained petty cash at branch level.
* Taking care of daily basis overall administrative control

**Reliance Life Insurance Company Ltd**. Association with the Company – 11 months

**Customer Care Executive Location: ChakIslampore(Murshidabad)**

* Supervising the Operations, Facilities and Administration Activities to facilitate Agency Sales, Alternate Channel Sales, Corporate agents and training departments with a professional work environment.
* **Cashiering** of new business, renewal and bop.
* General branch administration
* Day end report generating
* Responsible for bank lodgement of cash & cheques with minimum tat.
* **Cross Sell** ( by retaining of customer by collecting renewal premiume)
* **Customer servicing**.
* Ensured Quality compliances laid by IRDA for Audit Purpose.
* Maintained petty cash at branch level.
* Taking care of daily basis overall administrative control

**Marsha Organics Pvt. Ltd.** Association With the Company 4months

**Medical Representative Location: Berhampore**

1. Visiting with doctors & promote our product.
2. Survey chemist shop for knowing; the molecule preferred by each & every doctor, present status of our product & for the availability part of our product.
3. Handling the stockiest.
4. Taking the sale & stock statement at the end of every month.
5. Preparation of sale & stock statement.
6. Reporting to Area Sales Manage

Professional Qualification

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| EXAMINATION | INSTITUTION | BOARD/ UNIVERSITY | YEAR OF  PASSING | PERCENTAGE | DIVISION |
| M.B.A | University of North  Bengal. | University of North  Bengal. | 2006 | 68.65% | 1st . |

Area of Specialization (Dual)

Marketing Management(Major) and Finance & Control(Minor).

Educational Qualification

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| EXAMINATION | INSTITUTION | BOARD/ UNIVERSITY | YEAR OF  PASSING | PERCENTAGE | DIVISION |
| B.Com(H) | Berhampore College. | University of Kalyani. | 2003 | 48% | 2nd . |
| H.S | G.I.C.Institution | W.B.C.H.S.E | 2000 | 55.3% | 2nd . |
| M.P | G.I.C.Institution | W.B.B.S.E | 1998 | 55.75% | 2nd . |

Computer Proficiency

MS Word, MS Excel, MS PowerPoint, Internet etc.

Strong points

Hard working,Problem Solving, Honesty, Analytical mind,

Languages Known

|  |  |  |  |
| --- | --- | --- | --- |
| Languages | Read | Write | Speak |
| Bengali | √ | √ | √ |
| English | √ | √ | √ |
| Hindi |  |  | √ |

Personal Details

**Father’s Name** : Amit Kumar Bhaduri

**Date of Birth** : 16th April’1982

**Sex** : Male

**Marital Status** : Married

**Nationality** : Indian

Referrance

1. Mr. JoydeepBardhan (MO:07894415101). State Operation Manager(Bajaj Allianz Life Insurance Company ltd.) West Bengal.
2. MR. Suvendu Bose (9331706664). Branch Service Manager(Reliance Life Insurance Company Ltd.)Asansol, West Bengal.

Declaration

I hereby declare that the information provided here by me is true to the best of my knowledge and belief.

Date:

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Place: (SUBHANKAR BHADURI)