**SUJOY SAHA**

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**Mobile No. 7278578768**

**Garia, Srikhanda Ramakrishna Nagar,**

**Kolkata 700152**

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|  **Career Objective:** To Seeking a changing and dynamic position with a growing firm to add some value for the better growth and profit of the organization along with developing my knowledge and skills.**PROFESSIONAL EXPERIENCE**

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| **Organization** |  **RBL FINSERVE LTD** | **Duration** | **26th February 2019 to Till now** |
| **Designation** |  **Senior Branch Operation Executive**  | **Key Role** | * **Arrange the activities to promote the product & Retain customer & Maintain posses related MIS. Cash Handling and send MIS report Daily Basis.**
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| **Job Role and Responsibilities:** |
| * **Banking MIS OPERATIONAL MANEGMENT & OPS MAINTAIN.**
* **Identify the customers Re-payment track record .**
* **Pitching about product and comparing the statistics from other M F I companies.**
* **Solve Customer Quarries & Bushiness Support.**
* **Verification of the documents and manage the documentation process to the loan.**
* **Regular tracking and calling on existing customer one time re-payment.**
* **Responsible for creating sales revenue from new and existing customers.**
* **Achieving sales targets while ensuring high customer satisfaction.**
* **Establishing long term customer relationship for future cross-sell and up-sell opportunities.**
* **Reporting to AM/BM regarding work done on daily basis.**
* **Trained new sales officer about product and supporting to sales converges.**
* **Arrange the activities to promote the product & Retain customer & Maintain posses related MIS. Cash Handling and send MIS report Daily Basis.**
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| **Organization** | GVK EMRI PVT LTD | **Duration** | November 2017 - December 2018 |
| **Designation** | PROSSES SUPERVISOR | **Key Role** | Maintain Training related MIS.Resolve customer complaints via phone, email. Use telephones to reach out to customers and verify account information. |

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| **Organization** | **Hearing Plus Pvt. Ltd** | **Duration** | November 2014-18th May 2015 |
| **Designation** | Customer Support Executive | **Key Role** | Maintain Sales related MIS & Resolve customer complaints via phone, email.Use telephones to reach out to customers and verify account information. |

**ACADEMIC PROFILE**

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| **Qualification** | **Board/University** | **Year of Passing** |  |
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|  MA | RABINDRA BHARATI UNIVERSITY | 2011 |  |
|  Graduation | CALCUTTA UNIVERSITY | 2009 |  |
|  12th | WBCHSE  | 2006 |  |
|  10th |  WBBSE | 2003 |  |

**ADDITIONAL INFORMATION** **Strength** - Hard working, honesty and dedication towards the work, adoptable at any environment and have ability to work effectively in a group of team or individual.**Interests -** Getting along with everyone, Inquisitiveness to learn new things on my own Concentration, Ability to work under pressure. Making plan and strategy to solve the problems.**PERSONAL DETAIL**

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| Father’s Name | GOPAL SAHA |
| Date of Birth | December 10, 1985 |
| Gender | Male |
| Marital status | Single |
| Languages Known | English, Hindi, Bengali |
| Nationality | Indian |
| City | Kolkata |

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 **Place kolkata**