

# SIDDHARTHA BHUNIA

## Assistant Manager

PERMANENT/MAILING ADDRESS: Bhekutia, Nandigram, Purba Medinipur, West Bengal, 721656

DOB: 04.05.1996

EMAIL: [mrsiddharthabhunia@gmail.com](mailto:mrsiddharthabhunia@gmail.com)

MOBILE NO: 8967164046

---

## PROFESSIONAL SUMMARY

Banking professional with 3 years of experience as an **Assistant Manager**, skilled in branch operations, compliance, and customer service. Achieved growth in branch deposits, reduced NPAs through effective **loan recovery**, and ensured **100% KYC compliance**. Certified in **NISM** and **IRDA**, with proven ability to build strong client relationships and lead teams. Currently seeking **better opportunities** to contribute expertise and drive growth in the financial services industry.

---

## HIGHLIGHTS OF QUALIFICATIONS

- **KEY SKILLS**
    - Team Handling
    - Banking Operations
    - People Management
    - Customer Service
    - AML – KYC
    - Vigilance
  - **Software Proficiency**
    - Oracle Flexcube
    - FIS Banking Software
    - Microsoft Office 365 Suite
  - **Languages**
    - English (Professional Proficiency)
    - Hindi (Professional Proficiency)
    - Bengali (Native Proficiency)
- 

## EXPERIENCE

- **Assistant Manager, Bandhan Bank, Math Chandipur (2022 – Present)**
    - Banking Operations and Customer Handling
- 

## CERTIFICATION

- **NISM**
- **IRDA**

## EDUCATION

- **Post Graduate Diploma in Banking and Finance:** MAKAUT | Completed in 2022
  - **Bachelor of Technology:** UEM Jaipur | Graduated in 2018
  - **Higher Secondary:** Asadtala Binode Vidyapith | Completed in 2014
  - **Secondary:** Asadtala Binode Vidyapith | Completed in 2012
- 

## CURRENT JOB PROFILE

- Manage portfolio with a focus on incremental growth.
  - Oversee retail branch banking operations, including staff management, resource allocation, and sales growth.
  - Engage with HNI clients, government agencies, and TASC clients to drive liability GL growth.
  - Drive business development initiatives to enhance revenue generation.
  - Promote and sell retail assets to improve Asset GL and overall branch profitability.
  - Ensure KYC compliance for NTB and ERV customers.
  - Advise customers on banking services and products; address and resolve queries and complaints.
  - Ensure compliance with banking regulations and RBI guidelines.
  - Oversee branch operations and overall branch activities.
  - Lead loan recovery efforts, monitoring delinquent accounts and reducing NPAs.
  - Conduct staff training and mentoring sessions to improve performance and service quality.
  - Coordinate with internal teams and auditors to ensure smooth audits and regulatory compliance.
  - Implement strategies to enhance customer acquisition, retention, and satisfaction levels.
- 

## Core Competencies

- Proficient in clear and concise communication.
- Strong problem-solving abilities and decision-making skills.
- Efficient task management capabilities.
- Consistently meet deadlines under high-pressure situations.
- Strong leadership skills in managing large teams and branch operations.
- Ability to work with a team as well as alone.