

SIDDHARTHA BHUNIA

Assistant Manager

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

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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)
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EXPERIENCE

- **Assistant Manager, Bandhan Bank, Math Chandipur (2022 – Present)**
 - Banking Operations and Customer Handling
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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:** Asadatala Binode Vidyapith | Completed in 2014
 - **Secondary:** Asadatala Binode Vidyapith | Completed in 2012
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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.
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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.