

Sumit Saha

Shantipur, Nagaon
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Skills

A highly motivated and personable professional with 3.5 years of in-depth experience in banking and financial. Possess a wide range of abilities including providing training and support to new joiners. Basic Excel knowledge. Outgoing individual with experience interacting with people from all walks of life.

Work Experience

TATA Consultancy Services, Kolkata – Process Associate

27th April 2015- 14th Dec 2018

- Reviewed the documents, approved and reconciled daily data.
- Identified the errors in documents and reassigned to the onshore review team for correction.
- Communication with onshore clients through chats regarding the issues on applicants documents and resolve them.
- Managed the timely and accurate processing of invoices.
- Managed with Controller, audits by external auditors and quarterly internal audits.
- Identification of minor mistakes in documents and resolve after a communication with clients regarding the same.
- Approval the documents of borrower and sent to the clients for the final approval.
- Sharing of process updates with the team members in absence of team leader.
- Allocation of files within the team members and reconciliation of data to send to the supervisor on the end of every working day.
- Prepared control charts and sent to the onshore clients every month.
- Tracked daily attendance of all the employees within the process and put them accurately on attendance tracker and sent to the process manager weekly.
- Review the final MIS and sent to client every working day.
- Involved with the fun and activity team and held cultural and sports activities monthly.

Education

Nowgong college (Gauhati University), Nagaon – Bachelor of commerce with major in Accountancy

Completed my schooling Career in a Govt. school within the city, and moved to a private college for my higher secondary education and choose commerce. After 12th with an average percentage I got chance to the best college in my district and continued with the same stream.

Awards & Achievements

- Awarded as 'Employee of the month' two times in my organization.
- Involved with the organizer team of 'JAJABOR 2012 (a tribute to Dr. Bhupen Hazarika)' and selected in 'Limca book of records' by playing guitar.
- Represented my college on a state level mime act competition in Gauhati University.