

-: RESUME: -



PERSONAL DETAILS:

FATHER'S NAME: - Dulal Chandra Dey.
CASTE: - General
RELIGION: - Hindu
NATIONALITY: - Indian
MARRITAL STATUS: - Married
DATE OF BIRTH: - 10/01/1977.
MOBILE NO: - 9749385311/9064297762
E-mail : nirankar.dey@gmail.com

NAME: - Nirankar Dey.

Carrier objective:-

To work with a progressive organization seek a challenging career which nourishes my passion and new organization new opportunities, new learn and new technologies to be accept for higher responsibilities and enhance and sharpen my creative and analytical skills for the benefit of the organization and even myself.

PERMANENT RESIDENCE ADDRESS:

C/o. Dulal Chandra Dey, "Swastik", 40/3, Meghlal Roy Road, P/O.HyderPara, Siliguri, Dist: - Jalpaiguri, Pin-734006, PS-Bhakti Nagar, West Bengal

EDUCATIONAL QUALIFICATION'S:

Education	Course	School/College/University	Year	Percentage
Graduation	"B"COM	Siliguri College of Commerce	1998	46%
Higher Secondary education	Commerce	Nilnalini Bidyamandir	1996	43%
Secondary Education	Matriculation	Nilnalini Bidyamandir	1994	47%

PROFESSIONAL EXPERIENCES:

(1) Organization: - GTC INDIA.

Designation: - Junior Accounts assistant

Duration: - From January 2001 to April 2003.

Location: -Siliguri.

Job responsibilities: - My job responsibilities in this company was through Tally software maintain day to day accounts including Bankbook maintain, Bank reconciliation, pass the adjustment entries & various closing entries, contra entries, inventory management, payment and received maintain ,vendor management, PL and Balance sheet prepare for financial year accounts .

Continue...

(2) Organization: - HINDUSTHAN ROLLING MILLS.

Designation: - Junior Accounts assistant

Duration: - From May 2003 to March 2005.

Location: -Siliguri.

Job responsibilities: My job responsibilities in this company was through Tally software maintain day to day accounts including Bankbook maintain, Bank reconciliation, pass the adjustment entries & various closing entries, contra entries, inventory management, payment and received maintain ,vendor management, PL and Balance sheet prepare for financial year accounts .

(3) Organization: - CANON PAPER INDUSTRIES PVT.LTD.

Designation: - Junior Accounts assistant

Duration: - From April 2005 to January 2007.

Location: -Siliguri.

Job responsibilities: - My job responsibilities in this company were through Tally software maintain day to day accounts including Bankbook maintain, Bank reconciliation, pass the adjustment entries & various closing entries, contra entries, inventory management, payment and received maintain ,vendor management, PL and Balance sheet prepare for financial year accounts .

(4) Organization: - LIC HOUSING FINANCE LIMITED.

Designation: - Cashier.

Duration: - From February 2007 to December 2007.

Location: - Siliguri.

Job responsibilities: - As a off roll employee my responsibilities in the company were collection cash and cheque in cash counter as loan EMI, passed necessary entries in software, received cash and cheque deposited in to the Bank, passed dishonored cheques reversal entries and after that intimated all defaulter customers for collection through arrear notice. Regular follow up with DSA & DST for bucket wise default EMI customers & attended various customer queries for resolved with satisfactory level.

(5) Organization: - I SMART GLOBAL PVT.LTD. (Service provider by Axis Bank Ltd)

Designation: - Executive for collection & process

Duration: - From December 2007 to January 2009.

Location: -Siliguri.

Job responsibilities: - My responsibilities in the company were by LMS oracle, Finacle and with other system operated for day to day data entries for file process, customer service and collection purpose. Collected cash and cheque as loan EMI and passed necessary entries in to the system. Received cash and cheque deposited in to the Bank, passed dishonored cheques reversal entries with maintained by BRS and after that initiated arrear notice copy for intimated all defaulter customers for collection. Regular follow up with DSA & DST bucket wise default EMI collection from default customers & attended various customer queries from customer desk for resolved the quarries with satisfactory level.

In file process after logged in home Loan, personal loan and auto loan files need to check the documents, process for disbursement and after that dispatched all of files to doc cell. Maintain excel MIS with proper procedure and norms for tracker. Maintained vendor creation and vendor bills payment, maintained the stamp paper MIS, DD print and MIS for reconciliation BRS and passed the reversal entries. Attend internal audit for the financial year audit quarries and resolved audit compliance with proper feedbacks. Cross sell target achieved opened with zero balance savings accounts for loan customers

Continue....

- (6) **Organization:** - **CALIBEHR PVT.LTD.** (Service provider by Axis Bank Ltd).
Designation: - Executive for collection & process
Duration: - From February 2009 to March 2009.
Location: - Siliguri.
- Job responsibilities:** - My responsibilities in the company were by LMS oracle, Finacle and with other system operated for day to day data entries for file process, customer service and collection purpose. Collected cash and cheque as loan EMI and passed necessary entries in to the system. Received cash and cheque deposited in to the Bank, passed dishonored cheques reversal entries with maintained by BRS and after that initiated arrear notice copy for intimated all defaulter customers for collection. Regular follow up with DSA & DST bucket wise default EMI collection from default customers & attended various customer queries from customer desk for resolved the quarries with satisfactory level.
- In file process after logged in home Loan, personal loan and auto loan files need to check the documents, process for disbursement and after that dispatched all of files to doc cell. Maintain excel MIS with proper procedure and norms for tracker. Maintained vendor creation and vendor bills payment, maintained the stamp paper MIS, DD print and MIS for reconciliation BRS and passed the reversal entries. Attend internal audit for the financial year audit quarries and resolved audit compliance with proper feedbacks. Cross sell target achieved opened with zero balance savings accounts for loan customers
- (7) **Organization:** - **AXIS SECURITES & SALES LIMITED.**
Designation: - Senior Executive for collection & process
Duration: - From April 2009 to January 2016.
Location: - RAC Siliguri.
- Job responsibilities:** - My responsibilities in the company were by LMS oracle, Finacle and with other system operated for day to day data entries for file process, customer service and collection purpose. Collected cash and cheque as loan EMI and passed necessary entries in to the system. Received cash and cheque deposited in to the Bank, passed dishonored cheques reversal entries with maintained by BRS and after that initiated arrear notice copy for intimated all defaulter customers for collection. Regular follow up with DSA & DST bucket wise default EMI collection from default customers & attended various customer queries from customer desk for resolved the quarries with satisfactory level.
- In file process after logged in home Loan, personal loan and auto loan files need to check the documents, process for disbursement and after that dispatched all of files to doc cell. Maintain excel MIS with proper procedure and norms for tracker. Maintained vendor creation and vendor bills payment, maintained the stamp paper MIS, DD print and MIS for reconciliation BRS and passed the reversal entries. Attend internal audit for the financial year audit quarries and resolved audit compliance with proper feedbacks. Cross sell target achieved opened with zero balance savings accounts for loan customers
- (8) **Organization:** - **SHRIRAM TRANSPORT FINANCE COMPANY LIMITED.**
Designation: - Senior Executive as Regional coordinator for collection & Business
Duration: - From January, 2016 to Till now.
Location: - Siliguri.
- Job responsibilities:** - My job roles in this company as a regional coordinator to take care of the North Bengal region over all collection and business targets by monitoring and coordinate with region all Branches from North Bengal regional office. Day to day to follow up with Branches to achieve the running, matured and seized & sold monthly collection targets which is set by Regional collection head and monthly business targets along with other products set by Regional business head of the region. Continue....

In North Bengal 14 Branches are there, beside the monthly collection and business targets Branches are also responsible for business of deposits, LI, GI, health insurance and child loans also. As a regional coordinator collection data case to case basis bucket wise and EMI cycle date wise regular follow up with Branch manager, Branch collection manager, and Branch sales executive is my day to day responsibility also physically visit with defaulter customers by myself and Branch person also my responsibility. Daily report sending to RCH & RBH and also to boost up the Branches by preparing various excel MIS and pivotal for monthly collection target against achievement of collection and business status which is assigned to Branches and collection agencies for achieve the goals. Regular checking for default notice sending status with Branch, PDD status, proposals status, disbursement status and dealer visit with BM is also my responsibility. Visit with matured and seized sold customers with Branch person for negotiation and insist for settlement this contracts is also my responsibility.

My responsibilities to prepare the seizure list of hard bucket core defaulter customers list for seize the vehicles by seizures and after repo the vehicles to prepare inventories of these seized vehicles. After sending repo notice and presale notice to customers conduct auction to sale these seized vehicles with proper auction pool list though auto mall. After sold the vehicles follow up with respective bidders for collection the sold amount and arranged to deposit total sold amount and arrange the NOC's for termination of hypothecation.

LANGUAGE'S KNOWN:-

English, Bengali and Hindi

SKILLS: -

Tally, Microsoft word, Java, Oracle, Collection, Sales, process and co-ordination

HOBIES: -

Cricket, Music lover sing the songs and play Tabla instrument.

Place:-Siliguri

Date: -

(Signature of Applicant)
NIRANKAR DEY