



CONTACT

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209- LOWER DOBASIPARA, TURA,
WEST GARO HILLS, MEGHALAYA-
794001

GOBINDO CH DAS,(DOB- 12/03/1995)



SKILLS

Analytical skills, Organisational skills,
Technical skills, Time management,
Flexible, Strong command over Ms
Office, Basic knowledge financial
services and products,
Multitasking, Motivational
Skills, Maintaining Quality Standards.



OBJECTIVE

Dedicated professional with 4 years of experience in the Branch Operation Associate field in Financial Service. Looking to secure position in a fast-paced organization where strong knowledge of management operations will be applied effectively directing production and business processes.



EXPERIENCE

SBI Life Insurance Co Ltd, Tura Branch

01/09/2017 - Working

Operation Associate

Monitoring of sales, support and Analysing

Manage daily Operational activities of the branch.

Identified needs of customers promptly and efficiently and to resolve them immediately.

Ensures that department activities are compliant with audit and risk management policies and regulation and other regulatory information requests in a timely and comprehensive manner.

Accurately compiled, computed and verified data while resolving complex issues and to compile and maintain daily MIS report.

Drive continual process improvement to streamline business management processes and remove redundancies.

Supporting Managers and BM other salesforce team for all the tasks.

Strong Relationship with SBI Bank Branches in entire Garo Hills Region supporting and problems solving BM's any other service related queries.



LANGUAGE

ENGLISH HINDI GARO BENGALI



EDUCATION

Tura Town Higher Secondary School, Tura, Meghalaya

2011

SSLC

52.02

Don Bosco College, Tura, Meghalaya

2013

HSSLC
52.04

Don Bosco College, Tura, Meghalaya

2016

BA in Philosophy
56.63



CERTIFICATIONS

BANKING PRODUCTS AND SERVICES FROM CORPORATE
FINANCE INSTITUTE

Certificate In Computer Application (C.C.A) From Rashtriya
Computer Literacy Drive, Tura, Meghalaya.

G. Das

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