

# Subhajit Nath

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## Objective

To obtain a promotion-oriented career clubbed with responsibility that will be challenging and at the same time rewards me the freedom to utilize my experience, knowledge and specialized work skill. However, business development is my key area, with this span of experience new acquisition is more important. To drive Manpower in right path with the growth of the organization.

### **Banking: 25 th April 2022 to till Date**

#### **Bandhan Bank as Assistant Vice President (Role- Branch Manager)**

Loking Diamond Harbour branch as branch manager, which is 1.50 cr gl size.

Managing 12 resources under different roles.

The branch is a profitable branch, however gunning for 15% growth on CASA within this month.

Bandhan Bank is very much aggressive on asset products.

Our focus will be as per bank intention.

Overall profitability to be grown on 10% on next month.

### **Banking: 12 th Dec 2019 to 6th April 2022**

#### **Axis Bank LTD as Senior Manager (Role- Branch Manager)**

- Formulate outbound and inbound sales plan to acquire new HNI clients for increasing client base of the portfolio.
- Monitor and address HNI clients, banking and Investment requirements
- Review clients personal data, align and provide seamless service delivery for enhanced experience thereby helping the client to reach his short term and long term investment goals.
- Responsible for building GL value and CASA of branch and monitoring in regular basis.
- Focus on business development across liabilities, assets & fee to sustain and achieve growth in relationship value, revenues, & improved client stickiness.
- Achieve product-wise targets, (funds, investments, insurance and risk protection, investment advice etc).
- Mentor, coach & drive business numbers from set of wealth managers of the branch.
- Manage overall day to day banking operations.

### **Banking: 28 th May 2019 to 28 th Nov 2019**

#### **HDFC Bank LTD as Senior Manager (Role-PBA)**

- Heading the Branch operation team in the branch.
- Performing as back up branch head.
- Responsible for overall supervision of Audit, Customer Service, Operational Activity.
- Key person for Branch Administration & Infrastructure,
- Responsible for building GL value and CASA of branch and monitoring in regular basis.
- Cross selling of different banking products, by giving excellent prompt service to the customers.
- Holding NISM Certificate for selling Mutual fund products.
- Scrutinizing of Account Opening Forms with proper KYC docs, following up with the Regional Processing Team for the Opening of the same within TAT. Keeping FTNR within 2%
- Monitoring CRL (Cash retention Limit) of the branch vault. Keeping average scorecard above 85%, Customer Instructions to be verified and send them to CPU. Again keeping it within 2% FTNR.

### **Banking: 18 th June 2012 to 30 th April 2019 ICICI**

#### **Bank LTD as Deputy Branch Manager**

- Heading the Branch operation team in the branch.

- Responsible for overall supervision of Audit, Customer Service, Operational Activity.
- Key person for Branch Administration & Infrastructure,
- Responsible for building GL value and CASA of branch and monitoring in regular basis.
- Cross selling of different banking products, by giving excellent prompt service to the customers.
- Holding NISM Certificate for selling Mutual fund products.
- Processing of Jewel loan and disbursement within TAT.
- Scrutinizing of Account Opening Forms with proper KYC docs, following up with the Regional Processing Team for the opening of the same within TAT.
- Monitoring CRL (Cash retention Limit) of the branch vault. Keeping BSC average score above 80%.

- Overall man management is very important factor in therole.

**Infrastructure Co: 07th May 2011 to 31st July 2012 Organization: Simplex Infrastructures Ltd. as Sr. Assistant (Accounts)**

- Finalisation ofAccounts
- Responsibleforcheckingsupplierbills,andbookthejournalforpayment.
- Preparation of vouchers for such expenses with supporting docs like cashbills.
- Maintaining Trackers and cash reports regularly and submit to accounts dept. and subsequently follow up for cashreimbursement.

**Real Estate: 17th May10 to 31st April'11 Organization: Mfar Constructions Pvt Ltd. (Sr. Accountant)**

- Responsible for maintaining Financial Accounts for theSite.
- Preparation of vouchers for such expenses with supporting docs like cashbills.
- Maintaining Trackers and cash reports regularly and submit to accounts dept. and subsequently follow up for cashreimbursement.

**Insurance: 2nd June 08 to 31st July 09 Organization: TATA AIG Life Insurance CompanyLtd.**

- Responsible for Branch Operation In charge in standalone largest volumebranch.
- Responsible for Branch Administration andaccounts.
- QualitycheckingofNewProposalFormsandLoginthesame
- Following up with H.O for Issuance, Pending resolves, Commission &Incentive.
- Processing of Customer and Advisor Queries and resolving thesame.
- Maintaining DOPS (Distribution Operation) and resolving agent & stakeholder relatedIssue.
- Maintain Persistency & Daily POSActivity.
- Responsibleforcollectingrenewalsandmeetingtargets.

**Banking: 24th October 04 to 28th May 2008 Organization: HDFC Bank Ltd.**

- Joined as an Executive in Retail Branch Banking in the year, promoted as Deputy Manager in the year2006.
- Responsible for smooth running branch operation and salespromotions.
- Responsible for supervision of day to day operations of the branch viz, cash collection,chequescollections,makingofDDandMC,cashremittance.
- Responsible in checking account openingforms.
- Responsible for Branch Audit andCompliance.
- Processing of Customer Queries and resolving thesame.
- Responsible for serving big institutional customers likeHNI.
- New Acquisition ofCASA

**Banking: November '03 to 23rd October'04**

**Organization: Scope International Pvt Ltd.,**

a department of operations of all Standard Chartered Bank channel for Kolkata.

- Responsible for checking of Cash and Non Cash Voucher of all branches ofKolkata
  - Handling Court cases based on chequereturn.
  - Operations Process for deceased and unclaimedAccounts.
  - Quality checking of inward clearingcheques.
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**Banking: January '03 to November'03**

**Organization: Standard Chartered Bank (outsourced)**

- Outbound Calling for creditcard.
- Sourcing loan against creditcard.

**January '02 to December'03Organization:**

**Embrocraft,**

proprietorship firm was dealing in designing of different kind of fabric product

- Working as a marketingExecutive.
- Meeting different clients of exporthouses.

## Academic Details

Course	Institution	University/Board	Year	Division
B.Com	Prafulla Ch. College (South City Evening)	Calcutta University	2001	II
H.S.C (Eco- Science)	Prafulla Ch. College (South City Evening)	W.B.H.C.S.E	1998	II
Matric	Julien Day School	W.B.B.S.E	1996	I

## Technical Qualification

Course	Year	Institution	Marks
Diploma in advance Software Technology (Computer) 2 years Diploma Course	2001	<b>CMC Ltd</b> (Join Venture of Tata & Govt. of India )	Above 60%
Basic course	1996	<b>Computer Point</b>	Above 60%

## Computer Literacy :

MS-OFFICE, INTERNET, WEB PAGE DESIGNING,  
Networking,MicrosoftVisualInterdev6.0,Ecommerce

## Personal Details :

DateofBirth : 27.08.1978

Father'sName : Late Bimal Kumar Nath

PostalAddress : 12/3N, DharmatallaRoad  
1<sup>st</sup> Floor , Flat- B  
Jasodha  
Apartment  
Kolkata– 700039

Sex : Male

MaritalStatus : Married

Nationality : Indian

MotherTongue : Bengali

LanguageKnown : Bengali, English,Hindi

Sports : Played 2<sup>nd</sup> Div cricket from Sarat

Samity Hobbies&Interest : Listening toMusic.

Date :\_\_//\_\_//\_\_

Location:\_\_\_\_\_

*SubhajitNath*