



PRADIP ROY CHOWDHURY

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-----**Objective**-----

To find a challenging position in your esteemed organization with global reach where I can utilize my operational and direction setting strengths to produce time bound, exceptional results.

SUMMARY OF QUALIFICATIONS:

Top-notch administrator with more than 15 years of experience in securitization
Unique combination of expertise in auditing, and training

SUMMARY OF PROFILE:

Goal-oriented individual with leadership abilities
Proven ability to work with staff at all levels

PERSONAL TRAITS AND ATTITUDE:

Passion for continuous learning and personal growth
Highly motivated and driven, with strong desire to excel
Dynamic team player
Sense of responsibility
Highly inquisitive
Creative and resourceful

-----**Relevant Experience**-----

Senior Executive (Jan -2012 To Till now – Poonawalla Fin Corp Ltd (formally Magma Fin Corp Ltd.)

Internal & External Documents Checking as per [company policy](#) in the following Products with proper resolutions.

Car Loan
Commercial Vehicle
Construction Equipments
Used & Refinance Vehicles
Tractor Loan

Cibil Generation

Online PAN & Voter ID & Driving license Checking & report preparation.

MIS & TAT PREPARATION & CALCULATION. FIRST CUT GENERATION. FILE RECONING.

Back office Incharge (April-2005 To 20-01-2012 - Guha Roy Associates Pvt Ltd – Kolkata, a CPA of ICICI Bank)

- An ISO 9002 Certified company, engaged in Auditing, bulk Data Entry, File Checking, processing, Tele calling, Field Investigation etc.

- **ICICI Bank** purchased files from **Magma Fin Corp Ltd (Formally Magma Leasing Ltd.)** for securitization. The products are **Auto (Personal & Commercial), Commercial Vehicle (New & Used) & Construction Equipment (New & Used)**.
- Documents auditing,
- MIS preparation & sending to ICICI Bank & Magma using MS-Excel,
- Maintained Daily & Weekly Database Backup in Microsoft Access,
- Email receiving & replying,
- keeping track of file processing, discrepancy solving & updating of MIS etc.
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- ICICI also arranged to securitize the **Commercial Vehicle** files from **INDIA BULLS LTD & ORIX AUTO & INFRASTRUCTURES LTD (Delhi)**. Here I led a team consists of 15 members & **successfully completed** the Pools.
- I have also experience in processing files from **India Bulls & Capital Trust Ltd** for **STPL & Two Wheeler Loan**.
- Trained new comers and managed a QC team.
- installing, supporting, and maintaining servers or other computer systems, and other problems.
- supervising or training computer operators, provide instructions and sometimes training, and diagnose and solve common problems.

Supervisor – (Jan-05 - Mar-05 - Promatic Technologies (D.P.S) - Kolkata)

- Data Conversion, quality checking & daily report making, recruited trained and managed a team of 12.
- Software used : Find Reader 6.0, Scanfix 4.1, Salamander, MS-Word, Photo Shop 7

Quality checking Supervisor – (2003-2004 - Megus – Kestopur)

- Data Conversion job quality checking.
- Software used : Find Reader 5.0, Ms-Word

Data Entry Operator – (2002-2003 - BES (I) Pvt. Ltd. Kolkata)

- SSC, CSC Form Entry, Various Journal Typing in a schedule time.

Data-Entry Operator Cum Junior Programmer – (1996-2001 - WPIL LTD.(Formally Worthinton Pump India Ltd.)-Sodepur)

- WPIL Ltd is an **ISO 9001** Certified Company, a member of **Williamson & Meagore** Group of Companies, engaged in manufacturing of Horizontal & Vertical Pumps & its Spares.

- Experience in the following Dept as Data Entry Operator - Planning Dept, IE Dept, Purchase Dept, R&D Dept, M/c Shop, Stores Dept, Accounts Dept, Inspection Dept.
- Experience as a Junior Programmer - Data Entry and Reports screen making of Bill of Materials.

Software Used:- **Sybase** as Back End and **Power Builder** as Front End.

Operating System : Unix, Windows 95

-----**Education**-----

B. Com., 2nd Class - University of Calcutta- Kolkata

-----**Extra Education**-----

- * Diploma in Computer Application [C I E],
- * Diploma in Software Application [Ms-Dos, Windows, Ms-Office, Foxpro, FA, ANALYST from [I C E (I)],
- * Certificate in VB & Oracle [L M i t],
- * Certificate in Typing (50 wpm)

-----**Other Activities**-----

Was engaged in a football coaching camp almost 8 years. Trained junior player under reputed coaches from Kolkata.