

## **CURRICULUM VITAE**

### **Sanjib Das**

15 Deshbandhu Chittaranjan Road, Budge Budge, South 24

Parganas

Kolkata- 700137

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### **CAREER OBJECTIVES:**

To excel in my career through dedication, sincerity and to work in a growth-oriented organization for better utilization of my skills.

### **WORK EXPERIENCE:**

➤ **Working at Poonawalla Fincorp Limited (Formerly Known as Magma Fincorp Limited) as an Operation Sr. Executive from 24<sup>th</sup> Apr' 2006.**

- Serving Welcome Letter to Customer by post at time of Disbursement of Secured Loan.
- Maintain total PAN India NR Asset invoice. (Hard Copy & Record)
- Provide Original NR Asset invoice at the time of loan closure after checking all termination in system.
- Maintaining Total File Transaction throughout PAN India with proper documentation.
- Update process to Keep Physical File at Office premises & Vendor premises
- Keep Vendor file data with Proper MIS
- Retrieving files from vendors as per request & re archive it after completion of work.
- Track file position of retrieved file & proper re archive
- Coordinating with vendor for resolving any issues on daily basis.
- Arrange weekly meetings with Vendor through social media for immediate resolution without mail exchanging
- Quarterly Visit at vendor point.
- Handling the quarries for the entire location throughout India and resolving the Legal issues by fulfilling their requirement regarding file & Agreement.
- Coordination with Legal department for quicker settlement of Legal issue.
- Preparing MIS of file movement status for reporting purpose on forth nightly basis.
- Preparing various MIS.

### **EDUCATIONAL QUALIFICATION:**

- **B Com Graduate from Calcutta University**

### **COMPUTER PROFICIENCY:**

- Ms Office with good knowledge in advance excel.

**ACHIEVEMENTS & AWARDS:**

- Achieve all 1<sup>st</sup> class Certificate in all Drawing Course

**EXTRA CURRICULAR ACTIVITIES:**

- Drawing.

**PERSONAL DETAILS:**

- **Name:** Sanjib Das
- **Father's name:** Late Tushar Kanti Das
- **Date of birth:** 20/01/1977
- **Marital Status:** Married
- **Permanent Address:** 15 DBCR Road, Budge Budge, 24 Parganas(s) Kolkata-700137

**LANGUAGE PROFICIENCY:**

Bengali, English & Hindi

DATE:

PLACE: KOLKATA

Sanjib Das