

Sanjit Kumar Puntia
Qr No-2RA 16, Unit-11, Bhubaneswar
Mob No-9777296512
Sanjitpuntia2020@gmail.com



PROFESSIONAL EXPOSURE

Present Employment – Joined in September 2007 as a Branch Accountant (OPS) cum Administration cum IT Coordinator & HR Coordinator with Customer care officer in **Magma Fin Corp Ltd. (Non-Banking Finance) at Berhampur Branch. Still continue in Cuttack Odisha POONAWALLA FINCORP LIMITED (Formerly known as Magma Fincorp Limited)**

AREAS OF RESPONSIBILITIES.

- **Branch Accountant:** - Accepting Cash/CHQ/DD from walk in customer with Recovery staff & deposited in the bank & CMS, preparation Funds Flow statement in Oracle system & send to HO Accounts Team with BRS & maintain DCR on daily basis as per guide lines. Petty cash imp rest Management & Fixed Asset Management. Ensuring that an assessment of risks is incorporated into, or forms the basis of all audit work.
- **Branch Operation:** - Processing of Loan Applications, Opening of new loan accounts and proposal by complying competent internal credit policies/internal norms of financing, KYC, Pre & Post disbursement documents, PDC ECS mandates, credit Health Check (LTV, Tenures, Profile, Approvals, IRR Grid, and Asset Category & Customer Category of the disbursed files. Supervising various loan disbursal operations, handling proposal, writing documents, releasing Retail loans. Checking of Housing Loans. Coordinating with the Head Office for clearance of the discrepant proposals by complying with norms for each product.
- **Branch Administration:** - State and Central Govt. Lassoing, Statutory Act & Licenses Compliance. Requisition, Stationary & Housekeeping Items. Commercial negotiation, tie up & Agreement with Vendors and Franchisee/s
- **Branch HR:** - All HR Related issue of branch to solve with help of our HR departments & maintain attendance register in monthly basis.
- **Branch IT Co-ordinator:-** All IT Related issue of branch are solve with help of state IT Head.
- **Branch Customer Care Officer:** - All the requirement of walk in customer's complaints to resolve in coordinates with our internal department.
- **Junior Auditor – 2000 To 2003 MONMOHAN SING & COMPANY, Hari Nagar, New Delhi**
- **Account Assistant – 1998 To 2000 Om Geo Informatics & Multimedia, Plot No.- 181, Applications Center, Bhubaneswar.**

Internal Audit – National Thermal Power Corporation, Dadtre, (UP).

- Audited Cash Books & Bank Books.
- Works & Procurement Account.
- Contract Account.
- Store Ledger.

Store Audit:- Cool India, Singrolee Project, (MP).

Accountant – 2003 to 2007 M/s Hindustan Distributors are having 80 crores annual turnover involved in the business of edible oil & Biscuits of M/s Ruchi Soya Industries Ltd., Haldia. M/s Foods Fats & Fertilizers Ltd, Chennai. M/s Kenpa Pvt. Ltd, Bhutan. M/s Mohan Bakers Pvt. Ltd., Kolkata.

Branch Accountant: – June 07 to September 07 Utkal Auto Mobiles, Hyundai Branch, Bhubaneswar.

EDUCATIONCATIONAL QUALIFICATION.

- Master in Business Administration (**Finance**), (First Class, 75%)
VINAYAKA MISSIONS UNIVERSITY, Tamilnadu.
- Master in Commerce.
Utkal University from Odisha.
- Bachelor of Commerce (Hons), 1998 (2nd division with distinction, 50%)
From Utkal University, Odisha.
- Intermediate in Commerce, 1995 (3rd division, 44%)
Council of Higher Secondary Education, Orissa.
- High School Certificate, 1993 (2nd Division, 48%)
Board of Secondary Education, Orissa.
- State Council for Vocational Training, Orissa, 1992 (First Division, 65%)
- Diploma in Computer Application (1st Division)
SHAHIL INFOTECH, NEW DELHI.

EXPOSURE TO COMPUTER

Well versed in windows - 95/98/XP, through knowledge of MS Word MS Excel, wings, tally & DMS (Accounting package) Internet browsing, Email etc. in WAN environment.

OTHER DETAILS

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| ▶ Father's Name | : SRI SARAT CHANDRA PUNTIA |
| ▶ Permanent Address | : C/o – Sarat Chandra Puntia
:AT/Po – Todanga
:Via – Barikpur Bazar
:Dist – Bhadrak,Orissa. |
| ▶ Date of birth/Age | : 11 th May 19 Seventy-five |
| ▶ Nationality/Cast /Religion | : Indian /General / Hindu |
| ▶ Marital status / Sex | : Married / Male |
| * C T C | : |
| * Expected Salary | : |

DECLARATION

Reference By :

I hereby declare that all the above statements/ information given as above are true the best of my knowledge & belief.

Place:-Bhubaneswar

Date: 18.11.2022

Signature of Applicant

Sanjit Kumar Puntia
