

SUMONGAL MUKHERJEE

EXPERIENCE

Organization : POONAWALLA FINCORP LTD.

Designation : Branch Ops. And Accountant

Period : 16.03.2018 to till date

Job

Responsibilities

- Ensure Everyday cash as well as cheque collection and deposition into Bank on time
- All type of registers maintenance.
- File Checking and dispatching in system for payments
- Ensuring Disbursement of the files within TAT
- Sending of files to H.O. in time
- Ensure all back office related jobs
- Sending required documents to H.O.as and when required
- Issuing NOC to the customer after complete of their tenure
- Handling of daily walk-in customer.
- Sending daily as well as monthly reports to H.O.
- Issuing money receipt books to the collection agent as well as to the collection agencies.
- Generating quality leads for Sales.
- Helping Administration of the Branch.
- Collecting MHDI amount and make entries in system.

PREVIOUS EMPLOYER: -

Bajaj Auto Finance Ltd.

Years with Employer: - From 30.11.2004 to

20.12.2008 Designation: - senior Executive

(Operations)

Birla Sun Life Insurance Co. Ltd.

Years with Employer: - From 26.12.2008 to

29.09.2010 Designation: - Branch Operations

Executive

Shradha Agencies Pvt. Ltd.

Years with Employer: - From 09.02.2011 to 14.06.2011

Designation: - Branch In- Charge

Indusind Marketing & Financial Services Ltd.

Years with Employer: - From 15.06.2011 to

14.03.2018 Designation: - Senior Executive

(Operations)

EDUCATIONAL QUALIFICATION :-

Examination	Year of Passing	Institution	Board / University
Madhyamik	1994	A-Zone Boy's High School	W.B.B.S.E.
H.S.	1996	A-Zone Boy's High School	W.B.C.H.S.E.
B.Com.	1999	Durgapur Govt. College	Burdwan University
M.Com.	2001	Burdwan University	Burdwan University

PROFESSIONAL QUALIFICATION: -

- Financial Accounting Packages from Brainware Computer Academy, EX, Accord, Tally, Fact, Winca, Easy, Fast, Brainline, Smart Accountant.

Environment UsedMs-Dos, Windows-95,98**LANGUAGES****SPEAK / WRITE:-** Bengali, English,

Hindi About Myself :-

Possess excellent communication skills and pleasing Personality. Ability to work under time pressure, workload and as a team. Love traveling and has met and interacted with various kind of people.

Personal details: -

DATE OF BIRTH : 30TH NOVEMBER ,1977**FATHER'S NAME : LT. KALISHANKAR****MUKHERJEE MOTHER'S NAME : MRS. BANDANA****MUKHERJEE MARITAL STATUS : MARRIED**

MAILING ADDRESS : 25/5 Secondary Road,
A-Zone, Durgapur,
Pin-713204 Dist- Burdwan
(EAST)
West Bengal
Mobile no :- **9002991127**

sumongal2905@rediffmail.com

mukherjeesumongal87@gmail.co

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REFERENCES

:

- I. SUMOM CHAKRABORTY**
SR. MANAGER (BEHARAMPUR
BRANCH) AXIS BANK LIMITED.
MOB. :- 9800508041
- II. PRADIP KUMAR PRASAD**
SR. MANAGER (BANKURA BRANCH)
AXIS BANK LIMITED
MOB. :- 09932286254

Location preferred	:	Open to relocation
Cost to Company	:	Willing to work at company's pay
structure Expected CTC	:	4.35 lakhs