

# Moloy Basu

Flat: A6, Madhab Palace, Teghoria, Sonarpur. Near Teghoria Mandir  
Kolkata- 700 150

📞 8910260256  
✉ basu.moloy@gmail.com

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



## Experience

2015 – 20- Present

### ● Sr Operation Executive at Poonawalla Fincorp Ltd (Formerly Known as Magma Fincorp Limited)

- Preparation & Analyze various Report >> TAT >> its impact to business (Lead collection to Daily Business booked)
- Approving authority to release NOC & Housing property paper
- Mitigate quarries against file related & customer related issues throughout PAN India
- Customer support driven function
- Keep coordination with vendor with details activity
- Monitoring Physical file movement throughout PAN India
- Handling various type of MIS(Preparation & Circulation)

2013 – 15

### ● Operation Executive (Magma Fincorp Limited)

- Maintaining Total File Transaction throughout PAN India with proper documentation.
- Maintaining Daily Tracker of Fresh Business booked on PAN INDIA basis.
- Handling the quarries for the entire location throughout India and resolving the Legal issues by fulfilling their requirement regarding file & Agreement.
- Coordinating Archival of the files with outsourced agency.
- Coordination with Legal department for quicker settlement of Legal issue.
- Aside the ABF product I am working with other product like Housing & SME and maintaining proper
- Preparing various MIS.

2011 – 13

### ● Back office Assistance (MIES Group)

- Maintaining total student data, payment ledger in system & excel format.
- Preparing weekly & monthly payment MIS
- Counseling student.
- Maintain total back office account activity on daily basis

2010 – 11

### ● Accounts and Banking Assistance (MPS Greenery Developers Ltd)

2002 - 2010



## Education

### ● MBA In Finance, EILM University

- Graduation from Calcutta University with Accountancy Hons
- 12th From WBCHSE
- 10th From WBBSE



## Skills

- Good Excel Knowledge
- Analyzing & New process developement
- Team Work & Control
- Time Management



## Software

- MS Office( Word, Excel & PowerPoint)
- Oracle