

RAJIB MONDAL

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Career Objective: Working for an organization that will leverage my knowledge and strength to the fullest and enable me to add maximum value to the organization I will work for, as well as grow steadily with the organization.

Work Experience: Working in Magma Fincorp Ltd. as an Executive in Treasury department from 2007-2011, as a Senior Executive from 2011-2017, as an Assistant Manager from 2017 to present.

Worked as a credit operations executive for ICICI Home Finance in 2006-07.

Area of Exposure: Treasury (Banking Operation)

Current Profile:

- Maintaining daily Fund Flow MIS to ascertain availability of funds and details of inflow & outflow of funds at the end of a day.
- Disbursing online payments to dealers and vendors in bulk through online RTGS/NEFT in host to host payment services of banks. Monitoring the whole process and troubleshooting in payment related issues.
- Handling queries from branches in PAN India and solving problems related to online RTGS/NEFT payments.
- Maintaining various MIS to keep track of all online RTGS & NEFT payments related data for further reference & use.
- Monitoring & vetting of calculation of all kinds of bank charges debited in various co. bank accounts (incl all Cash Credit, Current & Term Loan a/cs) and entering them into ERP system.
- Arranging Tax invoices from banks for others departments. Following up for the same with banks.
- Following up with banks for various bank charge related issues like arranging for refund of excess bank charges.
- To maintain Bank charges MIS on a monthly basis for keeping track of all bank charges debited in a month.
- Handling various kinds of queries related to funds & banking from other departments.

Earlier Profile:

- Preparing Stock Statements for various bank loan a/cs as per the conditions laid out by each bank on a monthly basis and submitting them to banks on stipulated dates.
- Arranging for various bank audits to inspect the physical agreement files.
- Calculation & validation of bank Interest debited in various loan a/cs at month end and providing them to accounts department.
- Maintaining bank interest MIS.
- Following up with banks for refund of interest charged in excess.

Education:	2004	Passed Bachelor in Commerce with honors from Heramba Chandra College under Calcutta University.
	2001	Passed Higher Secondary Examination in Commerce stream from Heramba Chandra College under West Bengal Council of Higher Secondary Education.
	1999	Passed Secondary Examination (Madhyamik) from New Alipore Multipurpose School under West Bengal Board of Secondary Education.

IT skills:	Competency as an end user in Windows, MS-Office with advanced features of MS Excel, IMB Lotus Notes
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Personal:	Sex	:	Male
	Date of Birth	:	15 March, 1982
	Marital Status	:	Single
	Languages known	:	English, Hindi, Bengali

Place: Kolkata

Signature