

ATANU CHAKRABORTY

More than 21 years experienced in Non-Banking Financial Company, currently working in Poonawalla Fincorp Limited (Formerly Magma Fincorp Limited).

► Industry: NBFC	► Role: HO-Treasury	► Function: Banking Operational Job
► Date of Birth: Nov 07, 1971	► 9748073294	► E-mail: chakrabortyatatnu@gmail.com
► Total Experience: 21 Years & Above in NBFC	► Address:28,Shibnath Sastri Road, Harinavi,Kolkata-700148	

SUMMARY

Operations professional eager to leverage experience and efficiently execute abilities in variety of office operations and reporting including:

- Cheque Issue & Online RTGS / NEFT payment.
- Banking Operational Works.
- Cash Handling.
- Internal Office Works.

EXPERIENCE

Poonawalla Fincorp Limited.

(05/2001 to till date)

Role : HO-Treasury (Cash Department)

Post : Senior Executive

Various type of cheque process. (Manual & Printed)
Maintaining cheque inventory.
Voucher entry process.
Handling cash to bank.
NEFT / RTGS process.
DD preparation.
Money receipts prepare.
Cash received & payments.
Cheque preparation report process.
Various type of banking operational job.

QUALIFICATION

Calcutta University – B.Com.(Hons.), 48%, 1993

W.B.C.H.S.E. – H.S., 49%, 1990

W.B.B.S.E. – Madhyamik, 48%, 1988

Other Informations

Marital Status – Married

Language Known – English, Hindi, Bengali

Hobbies – Listening Music, Playing Games, Making Friends

Kolkata,

(Atanu Chakraborty)