

## Somnath Datta

VILL-Purnaganj, P.O-Majdia, Dist-Nadia

P.S- Krishnaganj, PIN-741507

somnath1408@gmail.com

8334077138 , 7044078026



### Career Objective

An experienced and well maintained professional having ample amount of knowledge in banking sector and non banking sector and seeking an opportunity in the organization to use my skills and be able to contribute to the firm for which I am working. I will put my best effort to learn the company's policies and make better decisions in the favor of the company.

### Technical skills

Internet Technology - FrontPage, Net Meeting

Packages - MS-Office.

### WORK EXPERINCE:-

1. Presently working in **Poonawalla Fincorp Limited** ( Formally known as **Magma Fincorp Ltd.**)  
– 1st July 2017– till date

**Designation** : Senior executive Ops. & Accounts Department.

### NATURE OF WORK:-

- General A/c related work such as preparation of vouchers, record Keeping and accounting transactions.
- Client & Vender Interaction & making follow-up for Payments.
- Handling day to day Accounts .
- Petty Cash Management & Cash book Reconciliation.
- Making Reports as per Management Requirement.
- Follow Up with Local Bank for Banking Transaction.
- Works as Bridge with HO and Branch.
- Making Vouchers & Entries in Computer.
- Cash Handling & Preparation of Day Book.
- Coordinated the collection of data from point of origin; participated in the processing of data to locate missing information and to make corrections as necessary.
- Posted all personal and accounting details of the customers in the system.
- Coordinate with various departments for documentation procedure and control.
- Perform data entry tasks and follow up on documentation matters with various departments.

**2.**Previously, had worked with Atlas Documentary Facilitators Company Pvt. Ltd. which is merged with HDB Financial Services Ltd. on and from 1st December, 2016; Affiliate of H.D.F.C. Bank.

Posted in Retail Asset Operation (Central Processing Unit of H.D.F.C Bank),

Department- Post Disbursal Document (P.D.D) & Priority Sector Landing (P.S.L.)  
– February 2012 – February 2017

**Designation :** As a Processing Officer

### **KEY DELIVERABLES**

**Customer focus :** I am very proactive in attending requests and quickly achieving customer satisfaction.

**Job knowledge :** I demonstrate good job knowledge and skill

**Work attitude :** I display commitment and sense of urgency toward work and willingness to learn.

**Quality mindset :** I am very consistent and accurate and maintain high working standard.

**Quantity of work :** I am capable of handling high volumes. I am responsible for preparation of regular daily/weekly/monthly MIS. I also do documentation regarding daily activities relating to Banking process.

**Interpersonal/ Facilitation of team work :** I possess good interpersonal skills.

**Integrity :** I act ethically and honestly line with the Company's Code of Conduct.

**Dependability and responsibility :** I am very dependable and is capable of handling OPS & Accounts Department.

**Attendance and punctuality :** I am very punctual and regular to work.

**Communication skills :** I possess good communication skills.

### **Achievements**

Awarded for Outstanding Financial Services (Exceptional/Gradation T1) in last four financial year (2012-2013,2013-2014,2014-2015,2015-2016) at Atlas Documentary Facilitators Company Pvt. Ltd.

### **Academic Qualification**

Successfully completed Secondary Examination, W.B.B.S.E securing 63.75%.

Successfully completed Higher Secondary Examination, W.B.C.H.S.E Board, securing 60.30%.

Successfully completed Graduation, Calcutta University securing 45.66%.

### **Hobbies**

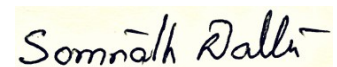
Sports (Badminton, Football, Cricket)

**Personal Details**

Name : Somnath Datta  
Father's name : Late Ashim Kumar Datta  
Gender : Male  
Religion : Hindu  
Nationality : Indian  
Date of birth : 14-08-1981  
Permanent Address : Vill- Purnagunj, P.O. - Majdia  
Dist. – Nadia, Pin-741507  
Present Address : Vill- Purnagunj, P.O. - Majdia  
Dist. – Nadia, Pin-741507  
Phone / Mobile : 8334077138, 7044078026  
Email : somnath1408@gmail.com  
Married : Married  
Languages known : Hindi, English, Bengali

**Declaration**

I hereby declare that all the above information furnished by me is true to the best of my knowledge.



Signature of the Candidate