

Srinwanti Sarkar

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Seeking assignments in Operations/ Client Servicing with an organisation of repute preferably in Financial Sector

Executive Summary

A result oriented professional with **over 15 years** including **more than 10 years** of experience in the areas of Operations, Client Relationship and Team Management. A strategic planner with expertise in managing teams for running successful branch process operations & experience of developing procedures, service standards for business excellence. Expertise in implementing strategies towards enhancing operational smoothness, business volumes and growth for a wide range of banking products & services. Excellent interpersonal, analytical, leadership & organisational skills and proven abilities in training & development, customer relationship management and planning. Experience in ERP using Oracle and MIS using MS Excel.

Areas of Exposure

Operations

- ☐ Keeping a track of the inflow and outflow of fund and the surplus or deficit of fund in different company accounts
- ☐ Overseeing team of cashiers in the branch and checking the cash indent along with processing the fund
- ☐ Issuance of instruments to the Dealers / Creditors
- ☐ Managing inward and outward clearance of local & outstation cheques
- ☐ Issuance of Commercial Papers.
- ☐ Documentation related to Working Capital requirements, viz: Cash credit, Term loan, Bank guarantee

Client Relationship

- ☐ Evaluating client credit strengths and weaknesses for a loan portfolio in borrowing relationships
- ☐ Identifying and networking with prospective clients, generating business from the existing accounts and achieving profitability and increasing sales growth
- ☐ Building and maintaining healthy business relations with bankers, corporate clients, ensuring customer satisfaction by achieving delivery & service quality norms and regulatory compliances
- ☐ Supervising customer service operations for rendering and achieving quality services; facilitating first line customer support by answering queries & resolving issues within TAT
- ☐ Building and maintaining healthy business relations with Bankers and corporate investors, ensuring RBI/bank/FI compliances and fresh sanctions

Professional Experience

Poonawalla Fincorp Limited (erstwhile Magma Fincorp Limited)

Manager - Core Treasury

Since Apr'18

Deputy Manager - Core Treasury

Since Apr'13

Role:

- ☐ Liaising with FIs, Consortium Bankers and Regional Offices / Branches
- ☐ Co-ordinating between various internal departments and external agencies to fulfil necessary compliances & execution of job responsibilities
- ☐ Issuance & Redemptions of Commercial Papers and related matters
- ☐ Foreign remittances & procuring forex
- ☐ Proposal & Documentation related to CC Limits, Term Loans, Bank Guarantees, etc
- ☐ Overseeing RBI / Bank / FI Compliances & Scheduled repayments
- ☐ Computing various MIS and circulation thereof.
- ☐ Arranging for Auto Loans and related documentations for senior officials as per Corporate scheme
- ☐ Arranging Consortium meetings/meets of Bankers, taking care of agenda, minutes, distribution of such agenda/minutes/notes

Highlights:

- ☐ Efficiently formulated departmental MIS / Procedures and necessary decks as and when required.

Magma Fincorp Limited
Assistant Manager-Core Treasury

Since Oct'09

Highlights: Successfully negotiated and implemented appointment of Issuing and Paying Agents for group companies.

Saradha Group of Companies (now defunct)
Manager-Treasury

May'09- Oct'09

Role:

- ☐ Controlling and adjusting the daily disbursement.
- ☐ Checking the fund availability status and computing MIS.
- ☐ Monitoring the branch fund status on daily basis and reconciling the Branch-HO Books.
- ☐ Liaising with FIs, Consortium Bankers and Regional Offices / Branches.
- ☐ Member of MD's office and assisting in informed decision making.

Xavier Institute of Management, Bhubaneswar (XIMB)
Academic Associate

Oct'08-May'09

Role:

- ☐ Managing the student administration including assisting Professors in teaching organisation management & decision sciences.
- ☐ Preparing the study modules after making due research.
- ☐ Invigilation in examinations / gradation / collation of marks.

Xavier Labour Relations Institute, Jamshedpur (XLRI)
Teaching Assistant

Jul'05-Apr'07

Role:

- ☐ Managing the student administration including assisting professors in teaching management and labour issues.
- ☐ Preparing the study modules after making due research,
- ☐ Scheduling classes / examinations, grading and collating the data for various dos.

Highlights:

- ☐ Successfully centralised collation and issuance of students' marks.

Magma Leasing Limited (earlier Magma Fincorp Limited), Kolkata

Nov'01-Jan'05

Growth Path:

Executive – Commercial (Credit and Operations) Nov'01-Sep'02
Senior Executive – Treasury (Banking Operations) Oct'02-Jan'05

Role as Senior Executive – Treasury (Banking Operations):

- ☐ Controlling and adjusting the daily disbursement.
- ☐ Checking the fund availability status and computing MIS.
- ☐ Monitoring the branch fund status on daily basis and reconciling the Branch-HO Books.
- ☐ Liaising with FIs, Consortium Bankers and Regional Offices.

Role as Executive – Commercial (Credit and Operations):

- ☐ Handling the credit appraisal and raising necessary funding claims, DOS, etc.
- ☐ Presenting to the remittance to dealers after raising subvention claims and Brokerage, etc.
- ☐ Managing the collection and control of Post Disbursement Documents, Issuance of NOCs.

Highlights:

- ☐ Successfully introduced the system getting the DDs issued through SBI and their associated Banks at much lesser cost structure than the pre-existing. Achieved cost reduction for the company.

Role:

- ☐ Mentoring junior school students in computer education.
- ☐ Handling the day to day administration of the centre with weekly reconciliation with the main office.

Articleship

B. M. Chatrath & Co., Kolkata
R. N. Sen & Associates, Kolkata

Oct'98-Jan'00
Jan'00-Jun'01

Academic Credentials

2014 PGDBA [Dual Specialisation in Finance & Customer Relationship Management (CRM)] from Symbiosis Institute of Distance Learning with Grade - A
2003 M.Com. from Burdwan University with Second Division
2001 B.Com. [Spl Hons] from Sivnath Sastri College under Calcutta University with Second Division
2000 GNIIT from NIIT, Minto Park with Grade - B
1998 B.Com. [Pass] from Sivnath Sastri College under Calcutta University with Second Division
1996 12th from St. John's Diocesan Girls' H.S. School, WB Board of HS Education with Second Division
1994 10th from St. John's Diocesan Girls' H.S. School, WB Board of Secondary Education with First Division [with Distinction]

Additional Qualification

- ☐ Had taken an "Effective Communication Skills & Personality Development Program" from NIS.

Personal Dossier

Date of Birth: 30th August 1977
Address: Bliss Park, Tower-II, Flat-2D, 2nd Floor, 136A, Bhupen Roy Road, Kolkata – 700034.
Linguistic Abilities: Bengali, Hindi, English and Oriya

Reference would be provided on request.

Srinwantl Sarkar