

# RAJEEV CHAKRABORTY

Flat no.-201, Vidya Kunj Apartment, Near Yarpur Kalibari  
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## CAREER OBJECTIVE

To obtain a position in an organization to acquire and utilize the experiences and knowledge that offers opportunities for advancement and efficient.

## EXPERIENCE

**Poonawalla Fincorp Ltd.** , Patna (Aug 2008 - Present)  
(formerly **Magma Fincorp Ltd.**)

State Sales Coordinator

- Liquidation of Repossessed Asset (Auction),
- Process for Pre & Post-sale activities,
- MIS Mapping of system Stock and Disposed Assets.
- Compliances and monitoring,
- Prepare post Sale Dossiers,
- Filling system as digitally and in hard form.
- Execute overall Sales support functions and coordination activities.

Recovery Support Officer

- Coordinate with Collection teams,
- Circulate MIS and Generate Report

Branch Accountant

- Cash management and Branch Accounts operations.

**Sen Diagnostics Pvt. Ltd.,** Patna (Apr 2001 - Mar 2004)

Office cum Accounts Assistant

- Overall Office coordination,
- Prepare Reports and Billing.

## PROFESSIONAL QUALIFICATION

**Red Hat Certified Engineer Course (RHCE)** - 2007  
Red Hat India,Mumbai

**Cisco Certified Network Associate (CCNA)** 2006  
CISCO

**Certificate in Perfect Accountant** 2005  
Institute of Computer Accountant, Patna

**Diploma in Software Technology (DST)** 2001  
CMC Ltd., Patna

## SKILLS

Excel based MIS report  
using VLOOKUP & PIVOT  
Analyze & Data mapping  
Mail Merge in MS-Word

## AWARDS

Appreciation letter  
received from MD & Vice  
Chairman on April 2015

Appreciation Certificate  
& Medal received in  
Rendezvous on August  
2018

## EDUCATION

B.Sc. (Chemistry-Hons.)  
Magadh University  
First Class

## LANGUAGES

English  
Hindi  
Bengaii