

## ***SOURAV CHAKRABORTY***

**95, RADHA GOBINDA NAGAR ROAD  
FLAT NO. 201, HINDMOTOR, HOOGHLY  
P/S-UTTARPARA, PIN-712233  
PHONE NO-9836096323 /9007069443  
EMAIL -SOURAVCHAKRABORTY828@GMAIL.COM**

### **OBJECTIVE:**

To Choose a Challenging Career in the field of B.COM. LL. B (Law) and utilizing my skills and ideas.  
And to work with full dedication and hard work to uplift my career gaining experience and knowledge.

### **CONTACT INFORMATION:**

NAME – SOURAV CHAKRABORTY  
PERMANENT ADDRESS –95,RADHA GOBINDA NAGAR ROAD,  
POST–HINDMOTOR DIST. – HOOGHLY  
P.S – UTTARPARA, PIN CODE – 712233  
MOBILE NO-9007069443/9836096323

### **PERSONAL INFORMATION:**

FATHER’S NAME	LATE.SOMESWAR CHAKRABORTY
DATE OF BIRTH	31 <sup>ST</sup> .OCTOBER 1975
SEX	Male
MARITAL STATUS	Married
NATIONALITY	Indian
LANGUAGE KNOWN	English, Hindi & Bengali

## ACADAMIC QUALIFICATION

BOARD / UNIVERSITY NAME	SCHOOL / COLLEGE	PASSING OF YEAR'S	TOTAL MARKS
B.COM. (calcutta university)	HIRALAL PAUL COLLEGE	1997	385
West Bengal Council of Higher Secondary Education	PEARY MOHAN COLLEGE	1995	468
INDIAN CERTIFICATE OF SECONDARY EDUCATION(ICSE)	DREAMLAND SCHOOL,UTTARPARA	1993	52%
BACHELOR OF LAW	UTKAL UNIVERSITY,PURI	2011	PRE-LAW- 483 INTERMEDIATE- 495 FINAL LAW- 561

## PROFESSIONAL OUALIFICATION

Passed LL.B at 2011 and enrolled as an Advocate, Bar Council Of West Bengal at 22ND NOVEMBER, 2011. And looking forward for a challenging career with an organization having excellent growth prospect where I can parallel growth with the organization.

## PROFESSIONAL EXPERIENCE

**Company – POONAWALA FINCORP LIMITED**  
**FORMERLY KNOWN AS MAGMA FINCORP LIMITED (HEAD OFFICE)**  
**Designation – Assistant Manager HO Legal**  
**Duration - From December 2011 to Till Date**  
**Employee Id - 11799**

- Advising the branches of the company about the criminal / civil cases which is pending against company
- Advising advocate about court proceedings and follow up about the matter fixed on date.
- Updating MIS of the company regularly.
- Sending updated MIS to the all branches of this company.
- Following up with the branches of company regarding the cases which is pending in the court of the state where the branches of the company situated and provide instrument for recovery purpose.
- Filing the 138 of the Negotiable Instrument Act cases in the Bankshall Court/Howrah Court.
- Representing the company before the court as a Complainant regarding the 138 N I Act And 420 IPC cases with DSA matter.
- Sending the instrument to proper PS as per requirement from branch for recovery/collection.
- Forwarding them next day tracker to inform which NI Act cases is in which position.
- Dealing with Arbitration matters of the company.

## **COMPUTER KNOWLEDGE**

Basic Knowledge in Computer like Windows, M.S office, Excel, Power Point.

**DATE -**

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**SIGNATURE**