

SUMANTA BAGCHI
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Objective: Would like to get a meaningful personal growth in Accounts - Finance & Baking sector so that it can serve organizational goal & objectives.

Professional Core Competencies –

- MIS Maintenance
- Centralized & decentralized collection & bounced update in system (Oracle CCA/ FINNONE)
- Pay-in-slip generation, Billing report generation, Bounce report maintenance
- NACH & AUTO DEBIT MANDATE registration process & system validation
- ECS/NACH/AUTO DEBIT billing processed & Status updating in system
- Various branch queries resolve via mail & phone calls
- Solution of the different customer quires / Customer service related issues.

Personal Attributes

Strength –

- Patience
- Good interpersonal relationship.
- Cool temperament in sky falling situation
- Always ready to take challenges
- Flexible

Weaknesses –

- Intend to learn the non-knowledgeable part of Accounts & finance
- Very cool temper

Academic Credentials

- **Madhyamik (1992)** West Bengal Board of Secondary Education.
- **Higher Secondary (1994)** West Bengal Council of Higher Secondary Education.
- **Bachelors in Commerce (H) (1997)** Calcutta University.

Professional Summary: Serving different responsibilities of accounts & finance since the last 22 years.

Present Assignment

Company Name - POONAWALLA FINCORP LTD (FORMERLY KNOWN AS MAGMA FINCORP LTD)

Designation- Presently Senior Manager: Overall Tenure- July '1999 to till date.

Present Job Responsibilities-

- Centralized & decentralized maintenance various entries updated in Oracle / Finnone (LMS)
- Collection & maintenance of Instruments
- Handling the Customer care issue & compliances to coordinate with other department.
- Fund Flow operation & statement generation
- ECS/NACH/NACH billing processed & Status updation in system

- Pay-in-slip generation, working with local & out station clearing instruments for processing & banking
- MIS Maintenance
- Project compliances & IT related issues.
- Coordinate with Business team & Collection team for improvement of collection efficiency, reduce the delinquencies & non-starter cases
- Coordinate with Legal team for fulfillment of legal processing for U/S 138 cases, collection bucket movement.
- Coordinate with Bank & service provider for pendency of clearance & other delay response issues
- Handling the Audit query & solve the issues with appropriate procedure

Previous Assignment

- Company Name - **Sareshwari Press Pvt Ltd**
Designation- Trinee of Internal Audit
Tenure- Aug 1998 to May 1999

Job Responsibilities of previous Assignments-

- Maintenance of Stock book
- Maintenance books of accounts of customers
- Maintenance of stock register, purchase books, sales books
- Customer query solving over phone & mail

Personal Information -

Father's Name - Late Nirendra Nath Bagchi

Mother's Name - Krishna Bagchi

Material Status - Married

Date of birth - 17-06-1976

Language known - English, , Hindi, Bengali

Address - 9 No. Adarsha Pally, Flat NO A (1st Floor) D.P Nagar, Belghoria, Kolkata - 56

Extra Curricular - Surfing internet, listening to Music, watching different sports & Quiz contest

Date: -----

Signature:-----