

**TARA SANKAR HALDER**

<b>Present Address</b>	:2/6 Akbar Road,A-zone Durgapur –713204
<b>Contact number</b>	: 09800896458(M)
<b>Email id</b>	: thalder2001@gmail.com : thalder@magma.co.in

**Objective:**

- To be responsible and gain satisfaction of the concern I am working with.

**Details of Working Experience:**

➤ **Organization: Magma Fincorp Ltd**

Current Designation: Team Leader (Soft Bucket Collections Calling Control and Operation Job)  
Period: May 2013 till date  
Location: Durgapur & Burdwan & Bankura

Job Responsibilities:

- ✓ Collections Calling of enter 0-60 bkt cmrs through dedicated internal collection team
- ✓ Handling of a Team size of 9 Executives
- ✓ Arranging the Verification of loan applicants through own team in the said locations.
- ✓ Controlling Back office and operation Job .
- ✓ Sharing the reasons of cases which has issues in them to seniors
- ✓ Monitoring the FIs (Field Investigation) and visiting cmrs in random for Re FIs
- ✓ Maintaining MIS & other data for analysis
- ✓ Motivating the team with joint visits & meetings as and when required.

➤ **Organization: Magma Fincorp Ltd**

Designation: Recovery Support Officer  
Period: July 2002 till April 2012  
Location: Durgapur & Ranchi

Job Responsibilities:

- ✓ Used to maintain the TC & FOS daily activity tracker & update them with reports from System.
- ✓ Used to prepare monthly allocation, share them with Team Member and update the same in Oracle
- ✓ Used to maintain all repossession related jobs, MIS, Asset Auction & sale
- ✓ Used to prepare PMT of cmrs, waiver matrices as per grid, etc for loan closures.
- ✓ Controlling RTGS NEFT ECS of enter Location.
- ✓ Look after legal initiations as per suggestions from Recovery Team
- ✓ Preparation of different MIS such as Updation MIS, Repossession Stock register, LEGAL MIS, Rentalized insurance dispatch tracker, etc
- ✓ Vendor management

### **Educational qualification:**

- Passed MBA (From Vinayak University ) Specialization In Banking and Finance
- Passed 3 year's degree course from Burdwan University in the year of 2001.
- Passed Higher Secondary (In science group from WBCHSE in 1998.
- Passed school Final form West Bengal Board of Secondary Education) in the year of 1995.

### **Computer Knowledge :**

1. Fundamentals & Operating System such as DOS, Windows 95 / 98 / 2000 / XP / 7
2. Microsoft Offices ( MS Word, MS Excel, MS PowerPoint )
3. Database Management (Oracle 8i )
4. Accounting Package: Tally
5. Internet

### **Personal Details :**

1. Date of Birth: 6<sup>th</sup> September 1978
2. Sex: Male
3. Father's name : Mr. Subhas Chandra Halder
4. Address: 2/6 Akbar Road, A-zone, Durgapur -713204
5. Alternate phone no. : 92333777592
6. Nationality: Indian
7. Religion: Hindu
8. Personal Interest : Playing Football, Cricket & Drawing
9. Languages Known : English, Hindi, Bengali

### **Reference :**

1. Mr Pradip Chatterjee (9874027478)
2. Mr Amitaba Nandi (9232558282)

**Date: 16/11/22**

**Place: Durgapur**

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(Tara Sankar Halder)