**Resume**

**Personal Information**

Name : Jayant Kumar Singh

Date of Birth : November 09, 1972

Gender : Male

Marital Status : Married

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**Contact Information**

Email-Id : jayantsingh101@rediffmail.com

Mailing Address : B.P – 83 , Patel nager , Mugalsarai . Varanasi . U.P

Country : INDIA

Current Location : Varanasi

Phone : 8435429302, 9893830084 (resi)

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**Education**

B.Com +Marketing Management

**Key Skills**

Handling total administration & HR at pan India.

**WORK EXPERIENCE**

PRESENT:

**Current work profile**

**Company Khemchand Group , Varanasi**

**Company profile An ISO Certified company engage in civil contract on Railway track**

**Maintenance , mfg and supplying of MCB sleeper and FBW plant .**

**Designation Sr manager , Administration & HR .**

**Job Profile Handling all the administrative work of FBW site and responsible for**

**regular production without any litigation .Also responsible for handling**

**all the Govt related issue . Conducting interview and managing the**

**manpower as per requirement.**

**Period May 2016 till date.**

**Previous Experience Details**

1. Company & Place : Dewan Housing Finance Corporation Ltd . Raipur

Designation : Sr Branch manager

Company Profile : Providing Housing loan & Lap to rural & urban area from 34 years.

Period : 23 March 2006 till July 2011

Nature of Job : (i) Providing housing loan to rural & urban area mostly to Lower and

middle income group.

(ii) Handling credit, technical & disbursement.

(iii) Total Branch Administration

(iv) Procurement of New Business in all segments as per target

allocated through Zonal Office, New Delhi.

(v) Maintaining branch work on daily basis

(vi) Completion of monthly document i.e. Trial Balance, MIS Report,

Bank Reconciliation and other report .

(vii) Handling legal cases i.e. Sec 138 & Sarfesei.

(viii) **Direct power Sanctioning power up to 15 lakhs**

**With Peerless General Finance & Investment Co Ltd . as Branch Manager from Sep 2003 to Mar 2006**

**Job Profile** : i) Attracting public for deposit in rural & semi urban area .

ii) Recruiting the agent & motivating them for regular income.

iii) Training the agent regarding the product.

iv) Rural penetrations, creating brand image for the company .

v) Achievement of target set by Zonal office .

**With Fmec Financial Service Ltd . Place - New -Delhi as Business Development Manager from May 2000 to Aug 2003**

**Job Profile:** i) DSA of ICICI Bank, handling home & Mortgage loan.

ii) Handling team of 12 Business Development Officer and help them to achieve

target.

iii) Carrying target to achieve from total team work.

iv) Visiting property dealer & Builders, tie-up with them to generate further

business.

v) Responsible for managing the credit & disbursement document of entire team .

**With Shelter , New -Delhi . as Business Development Officer . from Feb 1998 to Apr 2000**

**Job Profile** : i) Handling home & mortgage loan from Citibank .

ii) Visiting property dealer & builder, to generate business from them.

iii) Responsible for handling all the appraisal & disbursement part of loan .

iv) Fulfilling the monthly target set by the company.

**With Express Consumer Finance , Place - Kolkatta . as Marketing Executive . from Jul 1994 to Nov 1997**

**Job Profile**: i) DSA of Kotak Mahindra Finance Ltd , handling car & personal loan .

ii) Making fresh call to offices & commercial place to generate lead.

iii) Responsible of handling i.e sanction the loan , delivery of car , doing insurance

, hand over the necessary document etc .

iv) Fulfilling the target set by the company.

**PERSONAL DETAIL** :

Father Name : Lt. Surendra Nath Singh

Date of Birth : 9th November, 1972

Permanent Address : 53/7/3, 5th Floor, Bon Behari Bose Road,

Howrah-711101 W.Bengal

Job Type : Permanent Employment

Status : Full Time Preferred

Location : Anywhere in Northern India

**Languages Known**

English : Expert (Read, Write, Speak)

Hindi : Expert (Read, Write, Speak)

Bengali : Proficient (Read, Speak)

**EDUCATIONAL QUALIFICATION** :

School/College Year Board

Class X Birla High School 1990 C.B.S.E.

Class XII Birla High School 1992 C.B.S.E.

B.Com. Bhawanipur Educational 1994 Calcutta University Society College

OTHER QUALIFICATION : Marketing Management (Diploma) from David Hare College, Calcutta.

Computer Knowledge : Windows-98, MS-Word, MS-DOS, Internet.

Date : \_\_\_\_\_\_\_\_\_\_\_

Place : \_\_\_\_\_\_\_\_\_\_\_ (Signature)