CURRICULUM VITAE



Post Apply For :

Pradipta Kumar Swain

C/o- Kumar Swain

At :Purneswary Sahi

Po : Nimapara

Dist-Puri, Orissa

**Mob- 9668416797,6371001823**

Contact E-mail: -[pradiptkumar1987@gmail.com](mailto:pradiptkumar1987@gmail.com)

Language Known: -Oriya, English, Hindi

OBJECTIVE

To grow with an organization/ environment which understands the win-win potential for mutual benefits and intend to build a career with leading corporate of hi-tech environment with committed & dedicated people, which will help me to explore myself fully and realize my potential. Willing to work as a key player in challenging & creative environment.

ACADEMIC QUALIFICATION

#### 2002 Matriculation having 1st class

Board of Secondary Education, Nimapara Boys High School , Nimapara

#### 2004 +2 Science, having 3rd Division, PCM

Council of Higher Secondary Education, Nimapara College, Nimapara

#### 2008 Bachelor in Science having subject PCM, Pass

Utkal University, Nimapara College, Nimapara

#### 2014 Completed Master in Business Administration having

#### Specializationin HR& MARKETING

Punjab Technical University, Kalinga College of Mangement and Technology, Sahid Nagar Bhubaneswar.

#### PROFESSIONAL QUALIFICATION

* Post Graduate Diploma in Computer Application from **DIGITECH** computer academy, Nimapara, and well known in net browsing.
* Manual Type writer in English with 40 w.p.m. from a Organization. – **JYOTI COMMERICAL TYPING INSTITUTE\_NIMAPARA.**
* Desktop Publishing **(DTP)** which has completed From **DIGITECH** computer academy, Nimapara

**SKILLs IN COMPUTER**

Seeking Entry Level position with Willingness to Work Hard, To Learn In the Organization Where I Use My Knowledge & Skill and Serve It with Diligence, Competence, and Honesty and By Delivering the Best Performance

* **Well efficient in operating Office 2010 ,Page maker 7.0, Photoshop CS-6,7.0**
* **Well versed in Report Presentation in Pivot/Graphical/Pie Chart/power Point**
* **Impressive key operating skill  in Excel with help of shortcuts**
* **Well versed in Excel, Very familiar in Net Surfing**
* **Well Known in Printing & Scanning Required Documents**
* **Well versed in V-lookup,H-LOOKUP, Pivot Table, count if, upper, lower, proper, Rich..& other formulas**
* **Well known in to  bring out Data Repetition from a huge volume of Data**
* **Typing speed 40 w.p.m.**

**JOB EXPERIENCE**

* 3 Years Experience **As MIS Team Leader** from Spandna Sphoorty Financial LTD, Bbsr
* **Details of Experience**
  + - Having Experience as a MIS Team Leader in Spandana Sphoorty Financial LTD,Bhubaneswar, khandagiri.

Address                   :          Khandagiri, Bhubaneswar

Duration                 :          3rd Nov.2010 to 7th Sept 2014

Job Profile            :            MIS management

* **Two and Half year Experience As Accounts Assistant cum Relationship executive From Muthoot Finance**
* **Details of Experience**
  + - Having Experience as Accounts Assistant Cum Relationship executive From Muthoot Finance

Address                   :              VIP Road , Puri

Duration                      :          8thSept.2014 to 5th march 2017

Job Profile            :              Accounts management, Cash Handling along with Customer

Service.

**JOB DESCRIPTION**

* Operating Total Branch Bank Operation.
* As CashierHandling Cash.
* Gold Checking,Loan Disbursing with interest Collection, part payment, part release and part interest.
* Cross selling with various Product like Insurance like life insurance, vehicle insurance, gold coin, Air ticket, Demat Account opening, Investment, Pan Card, Money Transfer etc.
* Preparation Report with a critical monitoring
* Feedback Submission to client/Concerned Boss, through mail,
* A long with Weekly ,Monthly Report Presentation,
* Having fair Client Interaction skill,
* Always Salute my Organization where I am working,& well mixing nature with colleague.
* Report to the Regional Office regarding the Financial Report.
* **6 Month Experience Sales officer cum Accounts Assistant From HDFC Bank LTD**
* **Details of Experience**
  + - Having Experience as Sales officer Cum Accounts executive From HDFC Bank LTD.

Address                  :           Bhabanagar ,Berhampur

Duration                 :          1st April .2017 to 5th Oct 2017

Job Profile             :         Sales officer cum accounts and MIS management of portfolio, collection, File Disbursement.

**JOB DESCRIPTION**

* Portfolio Management.
* Preparation of Collection MIS
* Cold calling to Branch and Interest Recovery
* Generating and maintaining Data base.
* Preparing File Disbursement.
* Resolving Customers Queries and Problems.
* **Two and Half Years Experience as Senior Officer cum CPA executive from YES Bank LTD.**
* **Details of Experience**
  + - Having Experience as Senior Officers Cum CPA executive From YES Bank LTD.

Address                  :           Bapuji Nagar, Bhubaneswar

Duration                 :          16th Sept 2018 to till Date

Job Profile             :         Senior officer cum CPA Executive and MIS management of portfolio, collection, File Disbursement ,BC module monitoring.

**JOB DESCRIPTION**

* Portfolio Management.
* Preparation of Collection MIS
* Cold calling to Branch and Interest Recovery
* Generating and maintaining Data base.
* DVU Rejection Resolution and Physical file and discrepancy resolution.
* Death Case claim insurance Settlement.
* Handling 4 BC with 100 Branches GRT,Sanction Hold, Sanction, Disbursement.
* OD Utilization tracking.
* Business Pipeline preparing.
* Resolving Customers Queries and Problems (Customer Grievance)

**ABILITY**

* **Well Motivated Power**
* **Leadership Quality**
* **Well achiever**
* **Well communication in English , Hindi And Odiya.**

## HOBBIES

* I like to playing cricket
* I like to singing song.
* I like to listening music.
* I like to dance and drawing picture.

## EXTRA CURRICULAR ACTIVITIES

* I can sing any type of song, dance and also draw to see any type of picture.

PERSONAL INFORMATION

* Name : Pradipta Kumar Swain
* Father’s Name : Kumar Swain
* Date of Birth : 26h June1987
* Sex : Male
* Category : General
* Marital Status :Married
* Nationality : Indian
* Religion : Hindu

STRENGTHS

I want to grow with an organization, which believes in win-win, potential for mutual benefit. I am a person who loves to learn with experiences. I am a team man with high work ethics. A staunch believer in the power of knowledge with a desire to work with high level of sincerity and to achieve self marked goals for the respective concern as well as for myself and to enable myself esteem to achieve meaningful ambitious quests.

DECLARATION

I do hereby declare that the statements furnished above are true and correct to the best of my knowledge and belief.

Date :

Place: Pradipta Ku. Swain