

GAUTAM NASKER

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OBJECTIVE

I aspire for a challenging position in a professional Organization where I can enhance my skills and strengths them in conjunction with Organization's goals. A self-motivated achiever with an ability to plan and execute.

Skills

- Excellent leadership and management skills.
- Excellent sales, customer service, and interpersonal skills.
- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Ability to prioritize tasks, delegating when appropriate.
- Proficient with Microsoft Office Suite or related software.

• Personal Summary

I am very hard-worker and self-confident. I always believe in the word "possible". So I want to be become a successful professional in the domain where I work. Now looking for a new and challenging position, which will make best use of my existing skills and experience and also further my personal and professional development.

Professional Experience

HDFC BANK LTD.

□ **Branch Manager 9th July 2020 to till Date.**

Job profile:

- Responsible to make strong portfolio and ensure 100% repayment.
- Ensure customer satisfaction through strong relationship with customer.
- Ensure the overdue collection of delinquent customers by collection Team.
- Liaison with different dept. at bank for smooth operation.
- Scrutiny of various reports & databases for Audit Purpose maintaining Compliance.
- Drive the Micro loans business and ensure achievement of given Targets.
- Strict implementation of system, process & policy as an internal auditor.
- Product training for field level staffs.
- Handle and monitor 8-10 staffs.
- Portfolio Handling 10 Cr.

UJJIVAN SMALL FINANCE BANK

• **Branch Operation Officer 1st June 2018 to 13th April 2020**

Job profile:

- Responsible for day to day operational and administrative activities in the Branch at Andul, Howrah location.

- Accountable for quality customer service within stipulated time.
- Responsible for coordination of audits at the Branch and availability of requisite resources in the branch without affecting regular branch business.
- Train the Cashier & Customer Care Representative (CCR) on process compliance, service quality and Branch operations.
- Check the completion of forms/applications, verification of the KYC documents and other document proofs provided by the customer for purposes such as transactions, account opening etc.
- Handle walk in customers in the absence of CCR.
- Monitoring and reconciling all the accounts on daily basis and verifying all the entries.

UJJIVAN FINANCIAL SERVICES LTD.

- **Loan Officer (Secured & Unsecured Loan) 1st April 2014 to 30th May 2018**

Job profile:

- Responsible for Individual Business loans, Individual Agricultural Loan, Home Improvement Loan, Live Stock Loan and ensure achievement of given Targets.
- Collect and analyze Customer financial information to assess eligibility for loan at Tamluk, Medinipur location.
- Maintained and updated records and files for processing of each loan.
- Verify accuracy and completeness of each loan application and input information into the system.
- Credit Underwriting.

HDFC BANK LTD.

- **SALES OFFICER 8th February 2010 to 31st March 2014**

Job profile:

- Responsible for new customer acquisition for casa and cross sales at Kolkata location.

SMC GLOBAL SECURITIES LTD.

- **RELATIONSHIP OFFICER 1st May 2009 to 31st January 2010**

Job profile:

- Responsible for Demat and Trading account sales at New Delhi location.

COMPUTER SKILL:

Desktop Operating System: Win 9x,

Windows 7

Application Software : MS office 2000/XP/2007

Educational Qualification:

PUNJAB TECHNICAL UNIVERSITY – MBA 2013

CHAUDHARY CHARAN SINGH UNIVERSITY -B.COM 2007

DAV INTER COLLEGE -12th 2004

PUBLIC INTER COLLEGE -10th 2002

Personal Details:

Date of Birth: 05th, May 1987

Languages known: English, Hindi, Bengali

Nationality: Indian.

HOBBIES:

- **Listening to music.**
- **Playing Cricket.**
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DECLARATION:

I consider myself familiar with computer aspects. I also confident of my ability to Work in a team. I hereby declare that the information furnished above is true to the best of my knowledge.