**CURRICULUM VITAE**

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**MRINMOY SAHA**

**Address:**

vill-srinagar,

po+ps-barasat,kolkata-700124,

west bengal,india

Mobile No 1: +919051827329

Mobile No 2 :+919123032393

e-mail : msaha840@gmail.com, [msaha250@gmail.com](mailto:msaha250@gmail.com)

**Personal Details :**

Father's Name : swapan saha

Date of Birth : April 6, 1990

Gender : Male

Marital Status : Single

Nationality : indian

Religion : hindu

Current Location : kolkata

**ACADEMIC QUALITIONFICATION**

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**1)** MADHYAMIK FROM WEST BENGAL BORAD OF SECONDAY EDUCATION IN 2007.

**2)** HIGHER SECODARY FROM WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION IN 2009.

**3)** GRADUATION FROM WEST BENGAL STATE UNIVERSITY IN 2012.

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**3)** GRADUATION FROM WEST BENGAL STATE UNIVERSITY IN 2012.

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| **Special Qualification:** |
| 1) Diploma In Microsoft Office With Internet . |
| 2) Diploma In Financial Management With Tally ERP 9. |
| 3)Gold auditor |

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| **Extra Curricular Activities:** |
| 1) Civil Deffence Basic |
| 2) Figher fighting |
| 3) Basic Life Support Course From Central Civil Deffence |

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| **Language Proficiency:** |
| **Language Reading Writing Speaking** |
| Bengali High High High |
| hindi High Low High |
| English High High High |

**Employment History:**

**Total Year of Experience : 8 Years 2 months**

1. **Billing executive ( July 23, 2012 - March 31, 2016)**

**Canvas publicity pvt ltd (ad agency)**

Company Location : Kolkata

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| ***Duties/Responsibilities:*** |
| Making work schedule ,purchase bill receive, making sales bill. File maintain, making release order ,cash and cheque deposit to bank and all other clerical job. |

2. **CUSTOMER SERVICE EXECUTIVE ( April 7, 2016 - Continuing)**

**SHRIRAM TRANSPORT FINANCE CO. LTD.**

Company Location : KOLKATA

Department: BUISNESS PROCESSING (BACK OFFICE)

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| ***Duties/Responsibilities:*** |
| job profile-credit apprisal checking,tele verification,Customer quaries handle,customer kyc cheking and verified,vehicle document cheking for vehicle loan,business documents cheking and other documents cheking for business loan ,Branch cash handle,branch cash maitain,scroll updation in system everyday.cash remittance when deposit to bank,instalment collection,cash deposit to bank cash and cheque,brs maintain and cheque bounce entry and inform to customer for their insurance of vehicle and general insurance and life insurance issue for customer and hand over to them, mis maintain for every work and report to my superior,mailing,daily office expence entry ,petty cash handle,file disdursed vehicle loan,business loan,personal loan,vehicle upgration loan,insurance loan. Life insurance claim assist,general insurance claim assist.cross sell. |

**HOBBIES:**  Love to travel.

**CARRIER OBJECTIVE:** doing hard work and get success in life.

**DECLARATION:**

i hereby declare that the above written particulars are true to the best of my knowledge and belief.

PLACE:

DATE:      SIGNATURE