AMIT KUMAR KHANRA

Sodepur, Amrabati, Kolkata, West Bengal 700110

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**Carrier Objective:** To work in a competitive environment on challenging that yield both success and growth.

**PROFESSIONAL PROFILE:**

**9 and Half years experience in banking and finance.**

Over all 10 and half years of experience in Micro finance and Banking Third Party Products sales & real estate with Arban Developer Pvt. Ltd for 8 months & remaining above 9 years and half with Bandhan Bank Ltd from Dec 2010 onwards .

Worked as Programme Assistance of Government Business NPS Lite Swavalamban at Bandhan Financial Services, looked after DSCs revenue earning, represented the organization to PFRDA.

Working as Third Party Products Manager last 4 years above. Looking after Bank Mutual fund business Pan India handling 527 branches sales, Cluster sales and Region sales. Back office operation & sales, all type of operational issues raised from Branches may be IT issue or service related issues or RTA related.

Bank ASBA/IPO facility provided to all branches centrally because of as process bank doing the activity centrally. Internal system process as Checker and biding in NSE & BSE.

Looking after Government business NPS Lite Swavalamban and Atal Pension Yojana, Bank is a service provider.

Team management with proper guide. Daily Bank business and accordingly taken and on monthly basis applied strategy.

**Key Responsibilities:**

* **For Mutual Fund:** Daily branch MIS, monthly performance and bank MIS for performance related for Head office meeting. Target for Department of Mutual fund. Individual Target of Department. And external communicated with Register CAMS, Karvy, Franklin Templeton etc. operations related. Daily follow up with poor performance branches with BHs and Sales manager and Clusters Heads and Regional Heads level. System related any changes for the product communication with IT team or vendor and completed the UAT before moved to production. Department target for revenue and SIP no and total MF values. Looking after at present 527 branches.

Internal Audit and External Audit coordinating at Head Office level and complied with it.

Revenue earning at Bank side and accounting to them.

* **For Bank ASBA :** Bank ASBA facility provided centrally. All Equity, all type of Debt or NCD, SME and Rights Issues handled centrally along with Customer grievance handled centrally and branch assistance any kind issues or quarry. Spoke person from bank level to all register Karvy, Link In time, Alankit, Bigshare and more.

Customer grievance handling and any issued raised externally and internally related to it, complied by me. And Bank records by allotment and their processed of applications.

* **For Government business of APY and NPS Swavalamban**: Government business Atal pension Yojana and NPS Swavalamban business target for enrollment and revenue earning. For 3.45 Lakh NPS Swavalamban customers central record on account on account and 8000 APY customers accounting and their records and compliance .

Back office MIS and branch business monitoring. 100 accuracy of Subscriber’s contribution transfer to NSDL CRA and fund confirmation.

Weekly VC with PFRDA/DFS, reprenting to Bank business and bank target and attend business cum review meeting with DFS and PFRDA. Central or Over Sight office access to me.

All type of external communication for business and all 938 branches grievance raised to NSDL, bank . Resolved and complied.

Internal and External audit handling and Audit complied Yearly, Half Yearly basis. NSDL, PFRDA all compliance by me.

* **For Real estate:** Before joined at Bandhan. Worked as Assistance Manager at Arban Developer Pvt Ltd. Dealing with customer for purchased and sales. All legal documents checked before finalized.
* **Contribution for making Strategy:** Contributefor making new strategy for Financial year and month on month basis on the basis of business performance.

**Academic Qualification:**

Madhyamik from WBBSE in 2001 with 68% marks and H.S. from W.B.B.H.S.E in 2003 with 60% marks and BA (Hons) from Calcutta University Raja Peary Mohan College, Uttarpara in 2006 with 2nd Class marks.

Pursuing MBA from Puduchery University (Central) in Finance.

AMFI/NISM Certified VA series from AMFI in June 2017. Knowledge about Wealth Management Mutual fund and ASBA/IPO etc.

**Computer Skills:**

Operation in FIS Profile

Excellent in MS Excel .

UAT testing any product related changes or updatation before moved into production

**Achievement**: Every year got good performance credit score and a lot of appreciation from Senior level, external and internal besides TPP. Also, under employee benefited in organization year on year. Every year department target achieved on time MF business target and revenue from MF Business and ASBA, APY, NPS Swavalamban.

**Strength** : Positive attitude in every challenge till to be achieved the success. Always view of the organization. Ready to learn always new. More analysis for do the work before time.

**Personal Details:**

Permanent Address : 2nd Floor, 2D Purbapally 4/12, Sodepur, Amrabati, Kolkata, West

Bengal ,700110

Date of Birth : 29th January 1986

Gender : Male

Martial Status : Married

Religion : Hindu

Hobby : Travelling & listening to music

CTC:

Date: 27-Aug-19

Place: Kolkata

Amit Kumar Khanra

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**SIGNATURE**