

RESUME

NAME : JAYANTA MUKHERJEE

Non-Banking Ops., Administration, EA, Credit & Mutual Fund NISM V/A Certified Professional

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jaymkj103@hotmail.com**

Professional Snapshot / Summary

Distinguished Non-Banking professional experienced in reading and interpreting financial statements as well as performing Credit Analysis. Exhibits solid expertise regarding equities and debts. Demonstrated ability to leverage analytical skills to gather and review financial data and build models to perform analysis applying valuation methodologies. Skilled in performing in depth client, industry, market and competition research. Thrives in high pressure and time sensitive environments. Adept at working to efficiently achieve organisational goals in both group and independent environments.

Core Competencies	Financial Skills
<ul style="list-style-type: none">▪ Tactical Decision Making▪ Customer Service▪ Credit Analysis▪ Critical Thinking▪ Resource Management▪ Process Improvement▪ Operational Analysis▪ Business Administration	<ol style="list-style-type: none">1) Regulatory Compliance2) Financial Analysis3) Loans & Credit Monitoring4) Risk Management5) Investment6) Non-Banking Ops. Expertise7) Relationship Management

Organisational Scan

NAME & ADDRESS OF THE ORGANISATION	DESIGNATION	WORK SPAN	NATURE OF ACTIVITIES
1) "THE PEERLESS GENERAL FINANCE & INVESTMENT COMPANY LTD". , 3, ESPLANADE EAST KOLKATA - 700 069 & PEERLESS DEVELOPERS LIMITED	EXECUTIVE - BRANCH SUPPORT	JUNE 2004 - AUG. 2019	MANAGE DAY TO DAY BRANCH OPERATIONS & MANAGEMENT, SERVICING OF NEW BUSINESS POLICIES, KYC ADMN, AML COMPLIANCE, ISSUANCE OF NEW BUSINESS POLICIES SERVICING OF EXISTING POLICIES, CLAIMS ADMINISTRATION, CORRESPONDENCE, FINANCIAL STATEMENTS AND REPORTS, COORDINATION WITH REGIONAL & HO, EXECUTIVE ASSISTANT, OVERALL BRANCH ADMINISTRATION & STAFF MANAGEMENT, ACCOUNTS ACTIVITIES, CASH MANAGEMENT, FUND & CASH FLOW STATEMENT, ETC.

ACADEMIC CREDENTIALS : 1) POST GRADUATE DIP. IN BUSINESS MANAGEMENT

(INSTITUTE: INSTITUTE OF MODERN MANAGEMENT, IMM, 3A, LOUDON STREET, CALCUTTA - 17. RECOGNITION: STATE COUNCIL OF TECHNICAL EDUCATION. GOVERNMENT OF WEST BENGAL.)

2) B.Com (University of Calcutta in the year 1994)

Others : **CERTIFIED IN NISM V/A MODULE**
Certified in Life & General Insurance

IT Skills : **Diploma in Computer Operation**

Certification : **Certified in “Dale Carnegie” Training on “How to Turn Transactions into Lasting Relationship”**
(Dale Carnegie Training Institute, Kolkata)

PERSONAL DOSSIER

Father’s Name : **Late Bimal Kr. Mukherjee**

Date of Birth : **October 27th, 1973**

Residential Address : **4/2/1 T C Mukherjee Street**
PO Rishra, Dist. Hooghly Pin 712248 (W.B.)