

CURRICULUM VITAE

PRANAB KUMAR SARKAR

Graduate with 6 Years of Experience in sales, back-office executive & collection. Specialist in Soft Sales, Excel (MIS) maintenance, Right Off bucket collections & branch banking Sales & Operations. Taking care for collection of entire south 24 parganas & central Kolkata also handled South 24 Parganas team through In-House channel Presently Focusing on Business Stabilization. Having zeal of learning new things, I want to grow up with a reputed organization where my knowledge & experience can be better utilized. I also have capable of taking responsibility and always honest with my work.

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Communication address-

Bippotarini Mayer Achol,
Sukantapally Boral main road, P.O.:
Boral post office, P.S.: Narendrapur
Thana. Kolkata- 700154.

Total work experience- 6 Years

Personal details

- Date of Birth 25th June, 1996
- Father's name: Narayan Chandra Sarkar
- Nationality: Indian
- Marital status: Unmarried
- Languages known: English Hindi Bengali



Key skill -

Quick Learner, Good Listener, Focused on Organizations Goal, Results & Outcome oriented, Flexible, Solution hunter, Believe in Team work, Excellent in Time management. Hardworking, dedicated, positive attitude, team work punctual, honesty, stronger will power.

Professional skill -

Teaching, advance excel, tendering, sales, serving, soft and hard bucket collection, team handling, executive hiring, gadget oriented. The ability to reach and exceed targets set by employer. Dealing with complaints from customers and providing solutions to rectify their worries having a solid understanding of company products and services in order to explain features and benefits to customers.

Objectives-

To enhance my professional skills, capabilities & knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities & challenges.

Working Experience –

Presently Working with –

IDFC First Bank Ltd.

From – March 2024 to May 2025

Location – Kolkata

Reporting to – SM (Senior Manager)

Designation – DM (Deputy Manager- Acquisition Household)

Business Unit – Retail Banking- Branch Banking

Key Responsibilities -

1. Opening Savings account creating REPO with High variant Clients and start all business relationship Acquisition
2. Raising Funds, creating Fix deposits & Recurring, Insurance like health, generals & life, SIPs controlling all Liabilities and Assets parts
3. KRA follow up like cold call, marketing activity & scooping, making relationship with clients
4. Client appointment fixing and engaging client for core banking, Product pitching

Previously worked with –

4.IndusInd Bank Ltd.

From – January 2023 to February 2024

Location – Kolkata

Reporting to – BM (Branch Manager)

Designation – BDM (Business Development Manager)

Department – BDT (Business Development Team)

Key Responsibilities -

1. Opening Savings & Current account of High variant & portfolio customers
2. Raising Funds, creating Fix deposits & Recurring, generating Insurance like health, generals & life, SIPs
3. KRA follow up like cold call, marketing activity & scooping, CRM follow up
4. Client appointment fixing, Product pitching

Achievements:

Awarded for NO3 product sale on a single day (LI of 50k ip,Savings account of 11 ip, Debit card of 10k)
Got certificate for IRDA exam.

3.Dhani Loans & Services Ltd.

Since – November 2021 to December 2022

Location – South 24 Parganas

Reporting To – TL (Team Leader)

Designation – CO (Collection Officer)

Key Responsibilities –

1. Collection of Dhani One Freedom Card soft and hard bucket cases.
2. Collection of Dhani Personal Loan and Business Loan with DPD 360+.
3. Taking care Collection of Central and south 24 parganas. MIS preparation.

Achievements:

Awarded for non stop 3 months for most collection on the position of top 3 in the month of February, March, April

Awarded for biggest collection from the month of June on single day.

2.MS Biomedical

(a business dealer company of medical research equipment's in schools, colleges and universities also doctor certified equipment for patients)

Since – September 2019 to October 2021

Location – Chingrihata, Kolkata

Reporting to – BH (Business Head)

Designation – BOE (Back Office Executive)

Key Responsibilities -

1. Generating Bill, Waybill, Challan, Voucher, Quotation, Purchase Order. Handling accounts, GST, SAP. Tax file maintenance (GSTR-1, GSTR-3B).
2. Dealing with medical research equipment sale parties. Equipment servicing, Stock maintenance, Equipment demonstration. Online tendering work in West Bengal portal, Central govt. Portal and in Tripura portal.
3. Also worked as sales & service executive for medical research equipment like different types of microscopes, incubator, hot air oven, balance, chemicals & glassware in school, college and university.

Achievements:

Awarded for the best communication, sales and supply services to vidysagar university, surendranath college, neotia university

1. Sparkz Mobile Centre (part time)

(a small mobile sale cum dealer company)

Since – February 2018 to May 2019

Location – Garia, Kolkata

Reporting to – Sales Head

Designation – Executive

Key Responsibilities -

1. Shop maintenance.
2. Handsets sales.
3. Configuring handsets to customer.
4. Billing generating, Stock maintenance.

Extra Curriculum work:

Provide private tuition for more about 8years.
Gathering system knowledge.

Academic qualification –

Institution Name	Board/University	Examination	Passing Year
Medhavi Education	Suresh Gyan Vihar University	MBA	2025
Dinabandhu Andrews Institute of Technology & Management	MAKAUT, WEST BENGAL	BBA	2019
BDM International	CBSC	HIGHER SECONDARY	2016
		MADHYAMIK	2014

Extra Academic qualifications-

Institution Name	Board/University	Examination	Passing Year
ICA Edu Skills PVT. LTD	ISO Certified, NSDC	GST Express	2019
		BCA	2018

I solemnly declare that all the above furnished information is true & free from error to the best of my knowledge and belief.

Date:

Place: _____

Pranab Kr. Sarkar

Pranab Kumar Sarkar

