

CURRICULUM VITAE



NAME: IPSHITA CHATTERJEE

Present Address: Aryan's House
C-18, Turner Road
Dehradun (248001)

Contact Details: Mob- 8337834850/8172055444
e-Mail: ipshita2209@gmail.com.

Profile :- Endeavour to meet the high qualities by contributing my services consistently and develop my potential incognizance to the standards set by the organization that encourages professional and personal development.

Experience :-

Presently Working in Vaishnavi Technology as office assistant (Aug 10th, 2020 to till date)

- Creating, maintaining and entering information into databases.
- Updating paperwork, maintaining documents and word processing.
- coordinating events as necessary.
- Aiding with client reception as needed.
- uploading all the online tenders of the clients.

INDUSIND BANK as Associate Manager Remittance (May 23rd 2018 to Aug, 2019)

- Customer service management.
- Generate of revenue to wards Branch Profit.
- Vault custodian.
- Handling audit & compliance of the branch.
- Obtain referrals from walk-in customers for new CASA acquisition.
- Cross sell direct banking channel products (FD, Debit & credit cards) along with third party products (Life Insurance, General Insurance).

Banking Operations Management :-

- Ensuring all transaction (RTGS /NEFT /fund transfer) are processed on TAT with no processing errors & controlling the issues pertaining to operating risk & compliance with RBI rules & regulations.
- Provide various services like issuance of DD / debit cards & resolving the issues like contact details CIF modification, KYC updating, HOT listing, etc.

Cash Management :-

- Worked as a **Cashier & joint vault custodian** of the branch.
- Deposits, payments & cash balancing.

Axis Bank Limited (Kharagpur Branch May 2016 to August 2017)

- Customer service management.
- Generate of revenue to wards Branch Profit.
- Vault custodian.
- Handling audit & compliance of the branch.
- Obtain referrals from walk-in customers for new CASA acquisition.
- Cross sell direct banking channel products (OTR a/c, FD /MF, Debit & credit cards) along with third party products (Life Insurance, General Insurance).

Interfacing with HNI / mid-cap clients for understanding their requirements & suggesting them most viable solution for retention & securing repeat business.

Banking Operations Management :-

- Ensuring all transaction (RTGS /NEFT /fund transfer) are processed on TAT with no processing errors & controlling the issues pertaining to operating risk & compliance with RBI rules & regulations.
- Provide various services like issuance of DD /PO / debit cards & resolving the issues like contact details CIF modification, KYC updating, HOT listing, etc.

Cash Management :-

- Worked as a **Cashier & joint vault custodian** of the branch.
- Deposits, payments & cash balancing.
- BNA machine handling.
- Helping & coordinating with other cashiers & trained them.

- Working as a computer operator in **National Projects Construction Corporation Ltd.(A Govt. Of India Enterprise)** from 10.12.2014 to 30-04-2016. Represent official management of entire organisation.

Job description : Making progress reports in Excel, powerpoint presentations, typing letters in word and all respective jobs in work section.

EDUCATION QUALIFICATION:

Year	Examination	Board/University	Subjects taken	Result & Percentage
2008	ICSE	DELHI	ENG,BENG,EVS,COMP.SCI., HIST&GEOG,SCI(PHY+CHEM+ BIO),MATHS	65.7%

2010	ISC	DELHI	ENG,BENG,EED,POL SCI, GEOG, ECONOMICS	78.2%
2013	B.A	Vidyasagar UNIVERSITY	ENGLISH(HONS.)	56.2%

PROFESSIONAL QUALIFICATION:

Certificate course in Computer Application from Youth Computer training Centre in 2014.

ACTIVITIES AND ACHIEVEMENTS:

1. List all relevant offices and leadership positions.
2. List projects you have undertaken.
3. Show abilities such as writing or speaking and list publications and community services.
4. List other information such as proficiency in language.
5. Mention technical, computer and software skills.

PERSONAL DETAILS AND PERMANENT ADDRESS:

NAME	:	Ipshta Chatterjee
FATHERS NAME	:	Late Ramesh Chatterjee
ADRESS CORRESPONDENCE	:	SukantaSarani, North Inda, PO-Inda, PS- Kharagpur Local Thana, Kharagpur, Pin- 721305, Dist- PaschimMedinipur, West Bengal.
CONTACT NO.	:	8337834850
DATE OF BIRTH	:	September 22, 1992.
LANGUAGE KNOWN	:	Hindi, English, Bengali.
NATIONALITY	:	Indian.
RELIGION	:	Hindu.
GENDER	:	Female.

DECLARATION:

All information that I have given is true and updated to my best knowledge. I will be grateful to you if I get an opportunity to work with you.

Ipshta Chatterjee
(IPSHITA CHATTERJEE)