



# GITOSHREE GUHA

Looking for career enrichment opportunities in Finance sector with a front line organization of repute.

## PROFESSIONAL SNAPSHOT

- ⇒ Presently designated as Sales & Business Developer in Cynosure Capital Pvt Ltd, business partner of Motilal Oswal Services Ltd, for Kolkata location.
- ⇒ Completed Graduation (Bcom) & having 4 years of experience in Disbursement, Credit Analyst & Auditing.
- ⇒ Pursuing MBA (Diploma in Banking & Finance) from SYMBIOSIS PUNE FOR DISTANCE EDUCATION.
- ⇒ Skilled in File disbursement, MIS preparation, Supervise dealer file logins, file handling, data entry in system & PDP management.
- ⇒ A thorough professional with a proactive attitude, capable of thinking in and out of the box and generating new design solutions and ideas.
- ⇒ Possess excellent interpersonal, communication and organizational skills with proven abilities in team management, and planning.

## ORGANISATIONAL SCAN

**June,2020 – Till Date**  
**As a Sales & Business Developer**

**Cynosure Capital Pvt Ltd, Kolkata**

### **Key Deliverables:**

- New Business development through cold calls & through customer point visit.
- Responsible for Revenue generate for the company.
- Use to handle customer services activities.
- Need to help in back end work.

**Mar,2019 – April,2020**  
**As an Operation Executive**

**HDB Financial Services Ltd, Siliguri**

### **Key Deliverables:**

- Analysing Documents and Disbursement Policy of Retails customer of Secured and Unsecured Products (LAP, Imperfect Collateral, Business Loan, Personal Loan) in a timely manner for disbursement.
- Maintaining different Audited documents and MIS preparation day-to-day.
- Handling day to day cash of repayments & maintaining their records.
- Handling customer services activities also.

**Jan,2018– Feb,2019**  
**As an Operation Executive**

**Tata Capital Financial Ltd, Siliguri**

### **Key Deliverables:**

- Analysing Documents and Disbursement Policy of Strategic and Retails customer of Secured and Unsecured Products (Business Loan, Personal Loan, Auto Loan & Two Wheeler Loan) in a timely manner for disbursement.
- Maintaining different Audited documents and MIS preparation day-to-day.
- Analysing Documents and Credit Policy of Strategic and Retails customer of Secured and Unsecured Products (Auto Loan, Business Loan & Personal Loan) in a timely manner for login.
- Handling customer service desk.
- Handling collection repayments

**Sep,2016– Dec,2017**  
**As a Credit Co-ordinator**

**HDFC Bank Ltd, Siliguri**

**Key Deliverables:**

- Analysing Documents and Credit Policy Retails customer of Secured and Unsecured Products (Auto Loan, Business Loan, Personal Loan & Two Wheeler Loan) in a timely manner.
- Maintaining different Audited documents and MIS preparation day-to-day.
- Co-ordinate with PDP executive in daily basis.

**Aug,15– Aug,16**  
**As a Junior Article**

**J. Mittal & Associates, Siliguri**

**Key Deliverables:**

- Conducting Statutory Audit of different Companies taking into consideration the relevant Accounting Standards & Statutory Compliances.
- Finalising the Audit Report as per the requirement given in Companies Act with the compliance of CARO,2015.
- Conducting internal Audit of Clients & Stock Audit.
- Conducted Tax Audit in Compliances with the Income Tax Act,1961 of various individual, firm & companies.
- Conducted Vat Audits, Preparation of Vat return, TDS return, P Tax return, Service Tax return & IT Return.

**SKILLS**

- Possesses sound knowledge of LOS, Idea Los application in banking sector.
- Knowledge of Finnone, SAP etc. application of financial sector.
- Well versed with MS Office and Internet Applications in financial environment.
- End user knowledge in Tally& Busy based financial packages & KDK Spectrum.

**ACHIVEMENTS & PARTICIPATION**

- Attachments with Social Activities & Youth Development Foundation.
- Attended Seminars & National CA Conventions,
- Attended paintings & singing competition & exebhitions.

**PERSONAL DETAILS**

**Date of Birth** : 23<sup>rd</sup> Sep,1994  
**Languages Known** : English, Bengali and Hindi  
**Present Address** : 2/257B Shree Colony, Baghajatin I- Block, South Kolkata- 700092  
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