



AMITAVA MUKHERJEE

Mobile: +91 9830750580; 033-40060552

E-Mail: amitava_mukherjee87@yahoo.com, amitava1201@gmail.com

Address: 4/2 Middleton Street Flat 903,9th Floor, Kolkata -700071

PERSONAL SNAPSHOT

- Has successfully completed Bachelor of Commerce from Kolkata University.
- Possess 20 yrs of Banking sector experience & 7 yrs experience of Financial Accounting & Audit functions
- Possess hands on experience in operations & audit compliance and Ability in learning new concepts quickly and communicating ideas effectively. Carries a positive attitude, enthusiastic and a firm believer of team work.

Current Activity: Relationship Manager: M/s Dadson HPS India Pvt Ltd

Past Work Experience: HDFC Bank (Nov 1996 to Sept 2016)

Key Skills:

Strategic Planning ~ Operation Management ~ Training & Development ~ Team Management

ORGANIZATION SCAN

HDFC Bank, Kolkata

Since Nov'96

Growth Path:

Senior Manager	Since Oct'10
Manager	Feb'05 to Sep'10
Deputy Manager	Apr'03 to Jan'05
Assistant Manager	Jul'99 to Mar'03
Officer	Dec 97 to June 99
Trainee	Nov'96 to Nov'97

Responsibilities- CPU Retail Liability operations: (1996 to 2003 , 2008 till Sep 2016)
Branch Banking (2003 to 2007)

One year in UTI Bank (Now Axis Bank) as Manager - Feb 2005-Feb 2006

Various Banking Functions :

Overall Branch Banking Operations, Teller activities, Locker activities, Account opening documentation processes, complaint management, Customer service, Business support.

Retail liabilities operations: Backend Account opening activities , Documentations, Salary and Pension processes, Customer instructions processes, Cheque book processing, Filing & Inventory processes, Cash pickup Delivery operations, Audit activities, Training and System Upgradation Projects.

Currency Chest Operations: Supervising outward remittances to branches & inward remittances from branch. Vault operations , sorting of management of notes , RBI remittances & other associated functions

Past Experience in Financial Accounting & Auditing sector:

Dutta Ghosh & Associates, Kolkata	Audit Assistant	Sep'88 to Dec'91
Calcutta Chromotype P Ltd, Kolkata	Accounts assistant	Jul'94 to Mar'96
Nagarjuna Finance Ltd, Kolkata	Accounts Assistant	Mar'96 to Nov'96
K Roy & Co, Kolkata	Audit Assistant	Dec 2017 to Dec'18
Right Shopping Pvt Ltd	Accounts Manager	Dec 18 to July 19
Sandipan Pramanick Infra P Ltd	Accounts Manager	Sep '19 to Dec '20
BNBK Developers LLP (Site in Charge Nov 23 to Apr 24)		

Insurance Sector:

Briefly worked with Exide Life Insurance , Golpark Branch 2017-18 in Business Support.

ACADEMIA

1988 Bachelor of Commerce from Kolkata University Kolkata

1994 P G Diploma in Computer Applications from Uptron ACL Kolkata

PERSONAL SNIPPETS

Date of Birth: 1st December 1967

Languages Known: English, Bengali, and Hindi
