

Curriculum Vitae

RAJ PRAWAN DEBNATH



Contact and Address

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Address : Hatigaon, Sewali Path, Juripara, Guwahati, Assam-781038

Personal Details

Father's Name : Hemanta Debnath
Mother's Name : Banti Devi
Date and Place of Birth : 12th May 1999, Nagaon (Assam)
Nationality : Indian
Marital Status : Single
Gender : Male
Languages Known : Hindi, English & Assamese

Objective

Looking for an opportunity to work for a company or an organisation with full dedication and flexibility towards work, thereby utilizing my potential and ability ensuring my professional growth along the way.

Education

Exam : Bachelor of Arts
Session : 2017-2021
Institution : Dhing College

Exam : Higher Secondary in Arts
Session : 2015-2017
Institution : Dhing College

Exam : SSC/Matriculation
Session : 2015
Institution : Dhing K. B. H. S. School

Computer Skills

- Post Graduate Diploma in Computer Application (1 Year)

Skills

- Presentation and Public Speaking
- Active Listening
- Perseverance
- Teamwork
- Written and Oral Communication
- Creative and Problem Solving

Work Experience

- Organisation : **National Register of Citizens (NRC)**
Duration : February 2019 - November 2019
Job Role : Data Entry Operator
Description : Prepares, compiles, and sorts documents for data entry. Verifies and logs documents of the citizens. Transcribes source data into the required electronic format and send it to the Circle Officer to verify it. Record data of the customer using keyboards, data recorders, or optical scanners.
- Organisation : **Innovsource Services Pvt. Ltd. (SBI Cards and Payments Services Pvt. Ltd.)**
Duration : November 2020 – August 2021
Job Role : Branch Relationship Executive
Description : To achieve monthly sales target of SBI Credit Card through the branches of State Bank. Maintaining excellent relationship with employees of the assigned branch. To resolve the queries and complaints.
- Organisation : **Quess Corps Ltd. (Axis Bank)**
Duration : September 2021 – August 2022
Job Role : Junior Relationship Officer
Description : To achieve monthly sales target of Axis Credit Card through the field visit and market sourcing. Maintaining excellent relationship with the customers. To resolve the queries and boost sales of cards.
- Organisation : **Bandhan Bank Ltd.**
Duration : September 2022 – July 2023
Job Role : Senior Sales Executive
Description : Achieving sales target on CASA products with FD/RD, Loans, and also third-party products like Life Insurance and many other bank products. Maintaining good relationship with customers and giving them utmost services.
- Organisation : Aadifiediles pvt.ltd
Duration : September 2023- Present
Job Role : Senior Sales Officer
Description : Achieving sales target on Loans. Maintaining good relationship with customers and giving them utmost services.

Declaration -

*I, hereby declare that all the information furnished above is true to my knowledge.
I, shall be held liable for the cancellation of my candidature if any information provided above proved to be incorrect.*

Place-

Date-

Signature