

RESUME

CHITTA RANJAN TRIPATHY

Plot No: S-3/455

**Niladri Vihar, Chandrasekhar Pur
Bhubaneswar-751021, Orissa**

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CAREER OBJECTIVE:

Intend to build a career in an esteemed faithful organization, where I can exploit my skills, knowledge & experience resulting in an association with the organization.

PRESENT PROFILE:

Name of the Employer : **Ujjivan Financial Services Pvt. Ltd**
Designation : **CRM (Customer Relationship Manager)**
Nature of Job : **Micro Finance Support in urban & semi urban Areas.**
Duration : **Since April 2009**

ROLES & RESPONSIBILITIES:

- As a Branch Manager.
- Overall business responsibilities of the Branch.
- Leading a team of field staff nine.
- House Verification & Credit Counseling of each Customer.
- Monitoring the Introduction of New Product, Disbursement & Smooth Repayment.
- Reporting to Area Manager.

ACADEMIC PROFILE:

- 2008 : Diploma in **Micro-finance** from **IIBF**.
- 2008 : Executive **MBA** from NIBM, Chennai
- 2002 : **Graduation** in Arts from Utkal University, Bhubaneswar
- 1999 : C.P.ED from Govt. College of Physical Education, Orissa
- 1998 : Intermediate in Science from CHSE, Bhubaneswar
- 1995 : Matriculation from BSE, Orissa

TECHNICAL PROFILE:

- Diploma in Computer Application
- Refresher course from **KVIC**, Govt. of India, Bhubaneswar for **Agarbati & Papad** making towards **Micro Enterprise**.

CAREER PROFILE:

➤ Worked as a **FAO** (Field Agriculture Officer) at **Micro finance** Division of **HDFC Bank Ltd**, Bhubaneswar from December 2007 to April 2009.

Job Responsibilities:

- Providing Micro finance support through Bank-SHG linkage program in rural areas.
 - Conducting credit counseling at SHG towards smooth linkage.
 - Preparing the necessary documents at the doorstep of SHGs for **Disbursement**.
 - Implementation of **New Products, Disbursement & repayment** collection.
 - Looking after of 380 self help groups at Dhenkanal, Orissa.
- Worked as a **Sr. Marketing Executive** at **THE TELETRONIX**, Bhubaneswar (An authorized Sales cum Service Provider of **ECIL** (Electronics Corporation of India Limited) kolkata & **BSNL** for Orissa and West Bengal Telecom Circles for 03 years.

Job Responsibilities:

- Handling a team of 07 nos of Service Engineers.
- Promotion & Sales of Sophisticated electronics telecom Instruments in different telecom sectors.
- Collection of Payment from different telecom district authority after successful Installations & Implementations.
- Preparation of Tender documents & Participate in Opening of Tenders.

PERSONAL PROFILE:

Date of Birth : 15th May 1980
Marital Status : Unmarried
Sex : Male
Blood Group : O +ve
Nationality : Indian
Language Known : Oriya, Hindi & English
Personal Traits : Flexibility in any kind of Environments.
Job Handled : Customer Service, Marketing & Retail.
Personal Hobby : Sports & Music

Declaration : I hereby declared that all the statements and facts furnished are true to the best of my knowledge.

DATE :

PLACE: BHUBANESWAR

(CHITTA RANJAN TRIPATHY)