



# JINTU BORAH

## BANKING PROFESSIONAL

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jintuborah749@gmail.com

### PERSONAL

Father's Name : Sarat Borah

Sex : Male

Date of Birth : 03-Jan-1999

Marital Status : Married

### LANGUAGES

English

Hindi

Assamese

### PASSPORT DETAILS

Passport number: U7258398

Date of issue: 23/06/2021

Date of expiry: 22/06/2031

Place of issue: Guwahati

### COMPUTER PROFICIENCY

MS-Word

MS-Office

MS-Excel

MS-PowerPoint

Data Entry

### CAREER OBJECTIVE

To work on a challenging job profile which provides an opportunity to enhance my technical skills and knowledge, this could provide me an insight into new aspects so that it would be helpful for my career.

### EXPERIENCE

#### 1 JUNIOR ASSISTANT.

Manappuram Finance Gold Loan Bank, Tezpur, India.

January 2021 – November 2021

- Associated customer service desk, providing face to face and telephone support.
- Review credit and loan applications.
- Responded to customer enquiries in a timely fashion.
- Educate individuals about loans, lines of credit.
- Analyzed financial reports and compiled data for the branch.
- Perform other task around bank

### EDUCATIONAL QUALIFICATIONS

- B.A Sociology  
Darrang College,  
Gauhati University, Assam, India.  
2017 – 2020
- Higher Secondary.  
Darrang College, Assam, India.  
2015 - 2017
- H.S.L.C  
Sacred heart school, Tezpur.  
2015

## ACHIEVEMENTS

- Awarded with a Certificate for successfully completed “ The strategy of Content Marketing ” authorized by the University of California offered through Coursera
- Record of Achievement from the “ World Health Organisation for Standard Precautions , Environmental cleaning and disinfection ”
- Member of All India Council for Technical Skill Development Completed Human Resource Management Course from E – Learning College
- Awarded with a certificate from Great Learning Academy for successfully completing Marketing 4P’s : Place
- Awarded with a certificate from National Service Scheme Cell , APJ Abdul Kalam Technological University for participating in the online quiz competition
- Awarded with a certificate from Ministry of Electronics and Information Technology for taking E – Waste Pledge .
- Awarded with a certificate from Ministry of Skill Development and Entrepreneurship for taking Entrepreneurship Pledge
- Awarded with a certificate from National Rights Commission , India for taking Human Rights Pledge
- Awarded with a certificate from National Commission for women , India for taking Pledge for Women Rights
- Awarded with a certificate from Insolvency and Bankruptcy of India and MyGov for successfully completing the quiz on Insolvency and Bankruptcy

## HIGHLIGHTS

- Sound knowledge in banking procedures
- Gold loan procedures
- Cashiers checks and money orders
- Withdrawals and Deposits
- Broad knowledge in commercial and private banking procedures
- Knowledge of loan approval process
- Strong customer service skills

## STRENGTH

- Work with positive attitude.
- Self-Confident and Great Patience.
- Willingness to Learn

## DECLARATION

I do hereby declare that all information furnished above is true to the best of my Knowledge and belief.

**JINTU BORAH**