

MISTHU DUTTA

ASSOCIATE

Newtown, Kolkata
misthudutta08@gmail.com
+917980704917

<https://www.linkedin.com/in/misthu-dutta-6521831ba>

PROFESSIONAL SUMMARY

A Resourceful and goal driven individual with exceptional solution-oriented outcomes, determining approach toward everyone striving to outperform in other fields. Demonstrates strong leadership qualities, a team player while remaining flexible to challenging situations. Effective communication, creative solution and client relation management, strong interpersonal relationship building. Proven experience in enhancing collaboration, achieving desired results and value outcomes. I am willing and ready to be an effective contributor in your organization.

EDUCATION

B. COM (Hons.) ACCOUNTING & FINANCE

2018-2021

Calcutta University

CGPA- 7.069

Higher Secondary Certificate (Class XII)

2018

Kendriya Vidyalaya No.2, Saltlake- CBSE Board

CGPA- 8.31

Percentage- 79%

2016

Senior Secondary Certificate (Class X)

Kendriya Vidyalaya No. 1, Saltlake - CBSE Board

CGPA- 9.4

PROFESSIONAL EXPERIENCE

Associate - Commercial Banking Project

JULY 2022-PRESENT

Tata Consultancy Services

- Worked on a transition project.
- Led evaluation and integration of banking solution to enhance the project efficiency.
- Processing of mortgage files from origin to disbursement, validation of loan documents.
- Generating client and solicitor packages, transfer of funds through inter-branch banking and NEFT.
- Calculate and analyze mortgage claim as per client eligibility criteria.
- Coordinate risk assessments, activities, identifying vulnerabilities and implementing strategies.
- Enhanced client relationship management through proactive communication.
- Analyzed client requirements and provided data-driven recommendations.
- Managed project timelines and deliverables, ensuring on time delivery of the production

TECHNICAL SKILLS

- Financial Analysis and Modelling
- Data Interpretation
- Commercial Awareness
- Process Improvement and Optimization
- Compliance Knowledge
- Strategic Communication Skill
- Microsoft Office & Typing Skills
- Valuation Techniques

ACTIVITIES

- ❖ **8 years' Experience & Diploma in Painting & Art**
 - ❖ **Diploma in Information Technology**
Youth Computer Training Center
(Government of West Bengal)
Percentage- 68%
 - ❖ **Languages:** English, Hindi, Bengali
 - ❖ **Tally Certificate**
Youth Computer Training Center
(Government of West Bengal)
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