

ARUP ROUT

Vill– Kanthibar, P.O– Nilkunthia, P.S– Tamluk

Purba Medinipur, Pin: 721627

Phone: 9547128479

Email: aruprout1996@gmail.com

Professional Summary

Motivated and detail-oriented professional with 11+ years of experience across banking operations, sales, and industrial operations. Skilled in LC(F), bank guarantees, RTGS/NEFT processing, and financial documentation. Strong technical background with Tally and computer applications.

Core Skills

- Banking Operations (LC(F), BG, RTGS, NEFT, DD)
- Financial Documentation & Reporting
- Tally & Accounting Basics
- Computer Applications
- Sales & Customer Service
- Operational Management
- Coordination & Communication

Work Experience

Banking Operations Executive

Amar Iron Udyog Pvt. Ltd., Kolkata — 5.8 Years

Handled LC(F), bank guarantees, demand drafts, RTGS/NEFT, foreign currency payments, and documentation.

Salesman

Amul Ice Cream Distributor, Macheda — 2 Years

Sales operations, customer engagement, distribution and stock handling.

Operator

Onkar Fodder Mills Pvt. Ltd., Tamluk — 4 Years

Machine operation, production monitoring, and plant support.

Education

Higher Secondary (WBCHSE) — 2013

Madhyamik (WBBSE) — 2011

Graduation: Incomplete

Professional Qualification

1-Year Diploma in Computer Application — RCLD Macheda

Personal Details

Date of Birth: 11/01/1996

Gender: Male

Marital Status: Married

Nationality: Indian

Religion: Hindu

Declaration

I hereby declare that the information provided is true to the best of my knowledge and belief.

Date: 31/10/2025

Signature: Arup Rout