



Jagatmani , Chaklahana
Debra, Paschim Medinipur ,
721126 .



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OBJECTIVE

Branch Operation & Credit Officer
with 3 month experience.

SANATAN HEMRAM

EXPERIENCE

MIDLAND MICROFIN LIMITED

Branch Operations & Credit Officer (9 April – 30 June)

EDUCATION

- **Madhyamik pass 2017, from Jhikuriya Bani Vidya Mandir.**
- **Higher Secondary Education pass 2019, from Arjuni High school .**
- **Graduation Completed 2022, from Debra Thana Sahid Kshudiram Smriti Mahavidyalaya.**



Diploma in computer course from Youth Coumputer.

COMMUNICATION

As an office manager, I have honed my communication skills through years of experience in verbal and written communication with clients, vendors, and team members. I have extensive experience in creating and delivering presentations, preparing and responding to business correspondence, and ensuring effective communication throughout the office.

LEADERSHIP

I have demonstrated strong leadership skills in managing a team of administrative staff and supervising daily office operations. I have experience in providing guidance and support to staff, setting performance expectations and providing feedback, and addressing issues as they arise.