

# PRABESH BARUA

BANKING CONSULTANT &  
INDEPENDENT FILMMAKER



## CONTACT INFORMATION

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## WORK EXPERIENCE ADMINISTRATIVE

### General Banking, Administrative Asstt.

"BANK OF INDIA  
JULY 2015 TO DEC 2018"

- Branch Banking, KYC compliance
- Handling Govt. Business Module
- Handling IT enabled digital Products
- Addressing Customer Grievances on ITes Products
- Liaises with Customers for Banking Awareness

## SKILLS

- **Banking**- Branch Banking & Team Handling
- **Technical** -Windows OS ,Networking ,Finacle Ver7.0.25
- **Content Creation**-Story writing, Screenplay, Cinematography, Editing ,Film-Making
- **Lifestyle Photography**
- **Photo and Video Editing**

## WORK EXPERIENCE CREATIVE

### Creative Head

SB STUDIO  
JAN 2019 TO PRESENT

- Leads a team of 20 actors & crews.
- In charge of overall production from Pre to Post.
- In charge of overseeing multiple projects simultaneously.
- Liaises with clients for creative requests.
- Developing Brand for different products and services.

### Asstt. Manager

"ORIENTAL BANK OF COMMERCE  
NOV 2012 TO SEPT 2014"

- Gained knowledge in FOREX (Foreign Exchange), and involved in FOREX exports of bill discounting and bill negotiation
- Converted foreign currency to INR (Indian Rupees) during the transactions by deciphering the SWIFT code through MHTML format and delivered payments to the customers



## WORK EXPERIENCE

### ADMINISTRATIVE

#### Administrative Asstt.

"PUBLIC SERVICE COMMISSION  
JULY 2009 TO JULY 2011"

- Provided administrative support to general administration, human resource management, finance, procurement and supply
- Managed and ensured safekeeping of official records
- Assisted in preparing and monitoring different assignments

## WORK EXPERIENCE

### ACADEMICS

#### Visiting Faculty

"EXCELLENT TUTORIALS  
MAR 2008 TO FEB 2009"

- Assessed students, marked course work and taught tutorials
- Conducted weekly tests to evaluate the understanding of the subject of the students
- Oversaw students performance and development in the practice courses

## EDUCATION

### BACKGROUND

#### SMUHMTS

MBA IN MARKETING AND HR, 2004

- Major -Marketing
- Scored overall 76.25 Percentage
- Live Projects in Genius Jobs on Job Portal and excel in summer projects.

#### University Of Calcutta

BSC IN ZOOLOGY, 2002

- Studied Botany & Physiology
- Scored 54.0 Percentage
- Excellent in Field Reports and Excursion Reports

