

Contact HR Consultant for CV No: 337370

E-mail: [response@gulfjobseekers.com](mailto:response@gulfjobseekers.com)

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| **CAREER OBJECTIVE** |

To seek challenging career in professional organization which provides new horizons and excellent working environments where potential can be actually optimized.

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| **ACADEMIC ACHIEVEMENTS** |

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| **COURSE & YEAR OF PASSING** | **MARKS** | **COLLEGE & UNIVERSITY** |
| **BSC.COMPUTER SCIENCE**  **(2013)** | **68%** | **College** : COLLEGE OF APPLIED SCIENCE ,KANJIRAPPALLY  **University** :  MAHATMA GANDHI UNIVERSITY,                       KOTTAYAM,INDIA |
| **HSE (PLUS TWO)**  **(2009)** | **73%** | **School** : GOVT.HIGHER SECONDARY SCHOOL ,  AMARAVATHY , KUMILY  **Board** : STATE BOARD , KERALA,INDIA |
| **SSLC (10TH)**  **(2007)** | **79%** | **School** : ST.THOMAS E.M.H.S.S,KUMILY  **Board** : STATE BOARD , KERALA,INDIA |

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| PROFESSIONAL EXPERIENCE |

1. **MUTHOOT FIN CORP- Vandiperiyar Branch, Kerala,India**

**Designation: Sales cum Customer Service Executive**

**[From 23 MAR 2014 - 09 JAN 2017] Full Time**

**RESPONSIBILITIES:**

* Handle day to day business transactions
* Provide effective resolution for customer queries
* Ensure quality of business through proper process adherence
* Increase the Branch business through business development activities
* Consistently cross-sells and up-sells multiple products and service
* Issuing Business loans ,Gold loans and Auto loans
* Responsible for preparing bank reconciliation statements on monthly basis
* Maintain proper record of file - Bank statements, notices, reports and other supporting documents.

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| IT SKILLS |

* **Operating System :** WINDOWS, LINUX , UNIX , MAC
* **Languages :** C, C++, VISUAL BASIC**,** ASP. NET,JAVA **-** ORACLE
* **Others :** MS OFFICE , PHOTOSHOP

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| ***PROJECTS*** |

* ***Completed 3 months project in APTECH Computer Education, Kottayam. The project titled “ONLINE SHOPPING” in the language .NET with front end Visual studio and back end SQL server.***
* ***Completed a mini project in college of Applied Science, Kanjirappally. The project titled “TELEPHONE DIRECTORY” in the language JAVA.***

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| **PROFESSIONAL STRENGTHS** |

* Like to accept challenges
* Grasp new skills with in short period
* Sense of responsibility and ability to perform under pressure
* Honest, sincere and a hard worker with a high level of integrity
* Punctual
* Quick and effective problem solving
* Good communication skill
* Flexible & adaptive to any environment
* Confident, proactive and committed to providing results
* Extensive knowledge of creating accurate account statements

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| **Interests & Hobbies: Playing both indoor and outdoor games, Listening music, Watching movies & Bicycling** |
| **PERSONAL DETAILS** |

**Date of Birth :** 08/05/1991

**Gender :** MALE

**Nationality :** INDIAN

**Religion :** CHRISTIAN

**Marital Status :** SINGLE

**Visa Status :** VISITING VISA

**Driving License :** INDIA

**Linguistic Proficiency :** ENGLISH, HINDI, MALAYALAM, TAMIL

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| **DECLARATION** |

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

**Place :**

**Date:**