RESUME



Contact HR Consultant for CV No: 340851

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

Website: <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>

**CAREER OBJECTIVE**

**Being a committed team player, want to be a part of a renowned organization, to contribute towards the growth of the organization, based on my expertise and to further my personal capabilities by learning from the new exposure within the structured framework of the organization, thereby to obtain a position as a Senior Level Manager.**

**ORGANISATIONAL EXPERIENCE:**

**1.) Personal Finance Officer, Finance House (Payroll, Pact Employment Services –** 28th September, 2016 to Till Date**)**

Key Responsibilities**: -**

* Cold calling to arrange meetings with potential customers to prospect for new business.
* Listening to customer requirements and presenting appropriately to make sales.
* Ability to work flexible hours.
* Responsible for assigned sales target.
* Goals set for centres month on month, maintaining relationship with target customers, customer service, ensuring high rate of return on investment.

2.) **Sales Officer, Mabeaat (Channel Partner of Emirates NBD, Dubai –** 6th October, 2014 to 5th September,2016)

Key Responsibilities: -

* Build strong data base through cold calling and references.
* Maintain relationship with the existing customers and give them better services.
* Coordinate with company’s key person to accomplish the work required to close sales.
* Responsible to prepare and maintain database of the customers.
* Maintain relationship with the key customers and provide them required services.

3.) **Relationship Officer**– Merchant Acquiring Department, (**Payroll HBL Global Pvt Ltd.** 25th June, 2012 to 20th September, 2014)

Company**: - HDFC BANK LTD** -.HDFC Bank is the fifth largest bank in India by assets and the second bank in private sector by [market capitalization](http://en.wikipedia.org/wiki/Market_capitalization) as of February 24, 2012.Website: <http://www.hdfcbank.com/>

Key Responsibilities: -

* Achieve sales targets and providing Customer service.
* Relationship Management for a Portfolio of customers.
* Responsible for Cross Sell & enhancing relationship with existing and walk in customers.
* Deepening of existing Current account relationships.
* Generation of referrals from internal database.

4.) **Accounts Officer** (**Premier Laboratory -** 11th January, 2010 to 22nd June, 2012)

Key Responsibilities: -

* Managing accountable for increasing the sales growth.
* Handling Cash and Cash Accounts.
* Ensure proper documentation of records of all processes of daily accounts consolidation.
* Manage cash flow at the branches and ensure accurate daily consolidation of Accounts.

## EDUCATIONAL DETAILS

* Bachelor of Commerce (B Com, Co-operation) From Calicut University with 46% in 2009-2010.
* Vocational Higher Secondary (Board of Vocational Higher Secondary Examination, Govt. of Kerala – India) with 65% in 2003-2005.
* SSLC (Secondary School Leaving Certificate, Govt. of Kerala- India) with 56% in 2003.

**SKILL SET: -**

|  |  |
| --- | --- |
| **Packages/Applications** | Tally ERP 9.0 (Computer accounting package), MS Office |
| **Operating Systems** | Windows XP, Vista. Windows 7 |
| **Management and Others** | Meeting targets, Identifying problems Promoting solutions, Motivating and developing staff, Keen on acquiring knowledge and interested to work as a team. Hardworking, Initiator, Optimistic. |

## PERSONAL PROFILE

Date of Birth : 20th March, 1988

Languages Known : English, Malayalam

Nationality : Indian

Religion : Hindu

Marital Status : Single

## DECLARATION

**I hereby declare that the above-furnished details are true to the best of my knowledge.**

Place: Dubai yours faithfully,