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| **NITHIN** Master of Business Administration (MBA) | Bachelor of Commerce (Bcom) Abudhabi, UAE | VISA STATUS: VISIT VISANithin-393715@2freemail.com |  |

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| **PROFILE SUMMARY** |

* Master’s in business administration (MBA) from Bharathiar University, India.
* Bachelor of commerce degree (B-Com) from St. Joseph College, India.
* Possess more than 4 years of experience in finance/banking business administration.
* Proficient in mortgage procedures, verification, inventory management, accounting operations, field services and sales.

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| **KEY SKILLS** |

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| **Expertise** | *Financial management, accounting operations, document verifications, Inventory handling, mortgage procedures, gold loan procedures, field service and sales* |
| **Certifications** | * Diploma in Financial Accounting
* Foreign Accounting
* MS Excel (Advanced)
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| **Soft Skills** | * Tally ERP 9
* SAGE 50, Quick Books
* Front- End Tools
* Windows platforms and MS Office packages
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| **WORK EXPERIENCE | ~ 4 years 6 Month** |

**Finance Associate |**  **Bangalore, India | ~ 2 years**

*[November 2016 – December 2018]*

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| **ROLES & RESPONSIBILITIES | US Client** |

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| ***Mortgage Verification*** | * Mortgage verification and compliance.
* Associates for US clients to ensure quality feedback on US loan evaluation.
* Verification of banking history and credit ratings of applicants.
* Applicant profile verification, job verification and residential verifications.
* Hard documentation and soft processing of all data collection and communication.
* Other verifications such as appraisal review, verification of gift, Hud and so on.
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| ***Client Relationship*** | * Timely closure of client requests.
* Maintain healthy client relation and satisfaction.
* Documentation handling with client through electronic and soft mediums.
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**Ast. Branch Head | Kerala, India | ~ 2 years 6 month**

*[Nov 2013 – April 2016]*

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| **ROLES & RESPONSIBILITIES**  |

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| ***Loan Processing*** | * Mortgage loan, personal loan, gold loan, hire purchase, deposits handling.
* Meet monthly, quarterly and fiscal loan targets.
* Field sales and service.
* Loan customer complaints handling.
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| ***Branch Operations*** | * Meet monthly, quarterly and fiscal branch targets.
* Coordinate branch activities and report to regional centre.
* Customer management and ensure satisfaction.
* New marketing plans and programs.
* Liquid and non-liquid cash handling at the branch.
* Continuous improvement to increase branch revenue.
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| ***Sales and Field Services*** | * Customer field relations management
* Sales and Marketing in area under the branch
* Meet fiscal targets
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| **Other Details** |

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| **Nationality** | Indian |
| **DOB** | *22-12-1990* |
| **Languages** | *English, Hindi, Malayalam, Tamil* |