

ALBIN JOSEPH

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Career Objective

- To contribute towards the growth and development of a dynamic organization where opportunities to grow both personally and professionally are ample and where dedication and loyalty are appreciated, and a position where I can grow in knowledge.

Work experience**AXIS BANK**

2018 December – 2020 September

Assistant Manager**Roles and Responsibilities:**

- Responsible for overall branch banking operations such as customer service, Audit & Compliance, ATM replenishment etc.
- Responsible for handling customers financial transactions like deposits, withdrawals, transfers and handling of cash, ATM, Security stock, Loans, Locker maintenance, clearing, petty cash expenses etc.
- Scrutinizing of KYC which is submitted for account opening and forward it to central processing unit.
- Coordinate with various departments and provided feedback to all escalated issues whenever required.
- Business development and had achieved the business targets and revenue well in time.

Academic Profile

COURSE	INSTITUTION/BOARD	YEAR OF PASSING	Aggregate
MBA	Bangalore University	2017	83%
BBA	MG University	2015	60%
HSC	Kerala State Board	2012	78%
SSLC	Kerala State Board	2010	79%

Additional qualification

- IRDA Certification

NISM Certification

Skills

- Finacle 7x&10x (Banking Software)
- Teamwork and Initiative
- Continuous Learning
- Experience in being involved in multiple marketing campaigns in parallel.
 - Thorough understanding of promotional and advertising activity
 - Applications: Microsoft Office (Word, Excel, PowerPoint, Outlook)
 - Punctuality

Projects done

- A study on effectiveness of advertisement of ScooBee Day bags Kitex Ltd. The duration was 3 months during my post-graduation. From the study I have suggested the various trends in advertisement field for the company.

Hobbies

- Listening melodious songs
- Driving
- Watching series of TV shows

Personal Synopsis

- Date Of Birth : 12th February 1995
- Gender : Male
- Father's Name : Joseph Ulahannan
- Mother Tongue : Malayalam
- Nationality : Indian
- Marital Status : Single
- Languages known : English, Hindi, Tamil

Declaration

I declare that to the best of my knowledge and belief, all particulars I have given are complete and true.

Date :

Place :

