

JOSEPH THUNDAIYYATHU THOMAS

Kottayam, Kerala :

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PROFESSIONAL PROFILE

Professional with an experience in an Indian financial service firm, and an MBA (PGDM) from a reputed International Management School with a concentration in Marketing and Finance, seeking to obtain challenging avenues, where my knowledge and experiences matches with the organization's growth and to continue for the achievement of organizational goals with the betterment career prospects

- Creative marketing professional with significant experience in public relations writing, communications, and media relations
- Results-driven achiever and effective team leader with exceptional interpersonal skills
- Exceptionally motivated self-starter and creative problem-solver who works hard and loves a challenge.
- Financial Analysis and Planning

WORK EXPERIENCE

September 2013 to
Present

Thermal Arabia Trading and Contracting Co. WLL
Doha, Qatar

Business Development Officer

- In charge of tracking business leads, articulating the benefits of products and services and developing a process for driving sales.
- Building up partnerships and business relationships with other companies, vendors ,etc. to add value to the products and services.
- Responsible for delivering key areas of the company's activity and achieving income targets.

Duties

- to generate and follow up business leads, develop clientele and intelligent business proposals
- Developing a good marketing plan for the company's products and businesses

November 2011 to
March 2013

Kotak Mahindra Bank
Kottayam, Kerala

Assistant Manager

- Responsible for driving all areas of the bank including finance, operations, sales and for leading teams to deliver results.
- Also in charge of the operation side and dealing with the clients in taxable incomes and their accounts

Duties

- Working with the Branch Manager to improve sales and profitability.
- Continuously reviewing and managing team performance.
- Checking off and signing invoices and credit notes on a weekly basis.
- Managing staff training requirements.
- Delegate work and give tasks to individuals to do

HIGHLIGHTS OF PROFESSIONAL SKILLS & ACCOMPLISHMENTS

Leadership & Managerial Attributes

- Attained training in public relations writing, communications, and media relations
- Promoted events and programs to generate new membership and participation
- Assisted in writing, organizing, and distributing press packets and news releases
- Solicited advertisements from local businesses to support non-profit organizations

Accomplishments

- Received the “**Best Service Quality Award**” for exemplary performance and recognition for the quality service in the bank.
- Led the bank with more than **Rs.1 Crore** in sales per year.
- Repeatedly received recognition from superiors for excellence in service.

EDUCATION

- | | |
|------|---|
| 2011 | <u>University of Wales Institute Cardiff</u>
Cardiff, England, United Kingdom
MBA General
PGDMA |
| 2009 | <u>C.M.S College</u>
Kottayam, Kerala, India
B.Com
B.Com with Computer Applications |
| 2006 | <u>M.D. Seminary Higher Secondary School</u>
Kottayam, Kerala, India
12 |
| 2004 | <u>Girideepam Bethany English High School</u>
Kottayam, Kerala, India
10 |

ACTIVITIES & HONORS

- Done a **Market Research Project** in United Kingdom
 - A market research on a new product which included the development of the product in a country and expanding them to other countries.
 - Involved the development of new products by contextualizing the product development process by linking market and technical research, commercial and social drivers, concept development, and design for manufacture, production, marketing and sales.
- Increased overall annual sales by incorporating several quality process improvements Within branch.

PERSONAL DETAILS

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|------------------|---|---------------------------|
| • Date of Birth | : | 21.10.1988 |
| • Sex | : | Male |
| • Marital Status | : | Single |
| • Language Known | : | English, Malayalam, Hindi |

- Passport Number : H6621805
- Passport Issue Date : 25.03.2010
- Passport Expiry Date : 24.03.2020

DECLARATION

I hereby declare that the information and facts furnished above are true to the best of my knowledge and belief.

Place: Doha
Date: 01-09-2014

JOSEPH T. THOMAS