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RESUME

* E-mail:- sachin.menon19@yahoo.com

Mobile No. :-8149687443

* OBJECTIVE:-

To pursue better knowledge in various fields to enhance my carrier Prospects and for the betterment of industry.

* PERSONAL PROFILE:-

Name : - Menon Sachin Gopinath

Date of birth : - 19th Feb. 1988

Nationality : - Indian

Address : - D-202, Gokul enclave, Opp Muljibhai School
Agashi road, Bolinj, Virar (W)

Mobile No. : - 8149687443

Email : - sachin.menon19@yahoo.com

* EDUCATIONAL QULIFICATION:-

S.S.C. Passed with 68 % from Mumbai board in year 2003
H.S.C. Passed with 67 % from Mumbai board in year 2004-2005
B . COM -Passed With 50 % From Mumbai Board in year 2007-2008
Currently Pursuing Mba Finance Part 2

* COMPUTER PROFICIENCY:-

Having Good Knowledge Of MS word, MS Excel, Tally 9 .0
And Internet Knowledge.

Work Experience :-

A BRIEF OVERVIEW:

- A competent and astute professional with 7 years experience including Sales & Operations.
- Resourceful in administering the sales operations, encompassing goals setting, Market Scrutiny, Execution, Product Promotions, Customer Relationship Management.
 - Securing substantial business there by ensuring constant growth.
 - Constantly penetrated through competitor's markets, thereby resulting in additional business turnover.
 - Proven track record of constantly surpassing sales targets across several assignments.
 - An exemplary communicator with ability to render effective services to clients.

WORK EXPERIENCE:-

Organization : - AXIS BANK LIMITED

Post Held : - CUSTOMER SERVICE OFFICER (Assistant Manager)

Chowpathy Branch

Job period : - Currently Working (Joining date: 21st August 2012)

PROFILE:

Direct Sales - Liabilities (Savings & Current A/C).

Responsible for achieving branch CASA numbers

Responsible for Value generation through third party products(Insurance)

Sales – Personal,Mortgage,Home,Business,Gold Loans (Unsecured)

Credit cards, Mutual Funds etc.

Conceptualizing & implementing marketing plans for accomplishments of targets.

Scrutinizing the current market scenario, rival's strategies and customer preferences.

Relationship Management /Customer Care.

Leading, guiding & exalting subordinates for their professional skills.

Maximizing sales performance through delivering an exceptional customer experience, people management and cost control.

Developing and maintaining efficient & effective reporting systems for tracking prospects from initial enquiry through to close.

Driving and managing the entire sales process – targeting to top prospects, identifying client solutions, negotiating and closing.

Acting as a role model for junior staff by setting high standards through personal behaviour and actions.

Ensuring staff comply with all company policies, processes and procedures, and addressing any shortfalls.

Able to manage complex sales processes and negotiations to a successful conclusion.

Excellent verbal and written communication skills.

Strong marketing orientation with the ability to develop strategies to edge out the competition.

Constantly looking at way to improve performance, achieve set targets and build the company's brand.

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OPERATIONS:

Checking proper kyc documents, verifying with the site, Adherence to KYC guidelines and clean note policy.
Scrutinize the cibil reports.
Overseeing the effective collection of company debt.
Managing relationships with the clients in order to reduce exposure to potential bad debt.
Checking the aqb balance, Lien charges etc.
Ensure compliance with Banking rules, Regulations- & Procedures.
Ensure outstanding rate in audit.
Initiating all necessary verification.
Reporting to Area Operations Manager & Zonal Operations Manager.
Very well versed in Finacle operating System.
Preparation of daily, monthly & yearly MIS
Attending walk in customer in branch.
Guiding customers for RTGS, cash deposits through machine, CASA account opening formalities,
Solving queries of customer at branch level.
Accepting CRF/FD'S/RTGS forms from customers for necessary modification & transfer funds relate to accounts.
Issuing statements.
Operating & doing entries in Finacle system.

PAST EXPERIENCE:-

Organization : - **FEDBANK FINANCIAL SERVICES LIMITED**
(Subsidiary of **FEDERAL BANK Ltd**)

Post Held : - **AUDIT EXECUTIVE (Maharashtra & Gujarat region)**

Job period : - 15TH Dec 2011 to 18 Aug 2012.

Job Responsibilities :- Kyc Audit
Bank Reconciliation Audit
Preparing and Audit of Balance sheet and Profit and loss A/c
Preparing Bank reconciliation Statement
Branch Audit (New branch risk analysis report)
Auditing Files and Vouchers
Auditing Cash reconciliation (Cash ledger and vouchers)
Doing the Operational setup of new branches.
Training the Branch staff regarding daily operational activities.
Arrange for the funds required for daily Branch Business.
To Track and arrange for the idle funds lying with branch to be transferred to HO or another FED Bank branch requiring the same.
Improvement of Operational processes.
Liaising with various departments for arranging the things required for new branch launch.

*** PAST EXPERIENCE:-**

Organization : - **MUTHOOT FINANCE LIMITED**
Vasai (W.)

Post Held : - **ACCOUNTS ASSISTANT/BRANCH INCHARGE**

Job period : - 1st April 2010 to 14th Dec 2011

Job Responsibilities :- Direct Sales - Liabilities (Insurance, Loans, Investments etc.).
Primarily deal with individual retail customers and corporate advise them on various financial products and services offered by the Firm.
Managing relationship with the clients.
Managing help desk in all major clients on weekly basis.
Monitor dealing with banking operation team
Follow-up the pending and fresh applications on daily basis.
Preparing Bank reconciliation Statement
Maintaining Stock in company's Software
Having knowledge of money transfer and foreign exchange
Preparing, maintaining reports of branch
Sales, Purchase, Petty Cash Voucher Entries In Company's software
Branch In charge
Having knowledge of Forex cash dealing
Having experience regarding sale of insurance products, coins, deposits etc.
Expalining, convincing and helping them in filling up the application forms for gold loan.
Solving and sorting out the customer issues regarding interest etc.

*** PAST EXPERIENCE:-**

Organization : - **DEV KISHIN POLYMERS**
Vasai (E.)

Post Held : - **ACCOUNTS ASSISTANT**

Job period : - 1ST October 2008 to 31st March 2010

Job Responsibilities :- 1) Maintaining Stock Up To Date In Excel
2) Doing Sales, Purchase, Petty Cash Voucher Entries In Tally
3) Preparing Purchase Order and Following Up With Parties
4) Preparing and Maintaining Reports Of All Dept
5) Preparing Wages and Salary Of Staff.

Date :- 11.01.2015
Place :- Mumbai


SACHIN MENON