Flat no. S-2/611,

Mahalakshmi apt.

Shalimar Garden, Extn.1

**Sumesh G Nair** Sahibabad (dist.),

sumesshgnair@gmail.com Ghaziabad-UP -201005

Contact no. 9971011767

***OBJECTIVE***

Seeking assignments, involving meaningful engagement of my skills in a growth oriented organisation.

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***EXPERIENCE SUMMARY***

**Currently working as a freelancer (on commission basis) for Aiwebmedia since July 2021.**

**Worked with ‘Aiwebmedia’ as Business development manager since Oct 2015 to Apr 2020**

* Work included pitching new clients via email and other sources to generate new business and additional revenue for the company.
* Interaction with clients (overseas/domestic) to discuss the project and negotiate on the project cost. Updating clients on the project work and sending report, generating and raising the invoice for the project.

**Worked with Cix logix as seo executive since July 2011 till August 2015.**

Directory submissions, social bookmarking, article submission etc.

**Worked as Sr. Executive (Team Leader) in an FCU (Fraud Control Unit) , of MNC Bank. From july 2006 to June 2011**

* Work included Profile and document verification of loan applicants of personal loan, vehicle loan and home loan
* Document verification – bank statements, house registry, property related papers
* Interaction with IT officials for verification of tax statements (ITR) submitted by the customers
* Preparing case summary in the due format for submitting at the bank directly
* Interaction with direct bank officials as an when required
* Was deputed to TATA MOTORS for sampling vehicle loan cases
* Was also deputed to 'FICC ' for sampling of various loan cases

**Worked in Hitek Syndicate private ltd. as verification executive since January 2002 to May 2006, a verification agency of ICICI bank, HDFC etc.**

* Worked on Profile verification of loan applicants of personal loan, vehicle loan and home loan
* Document verification – bank statements, house registry, property related papers

**Worked in Four wings Cargo and Travels private ltd as Counter executive since September 1998 to November 2001 (A domestic Cargo company)**

* Handling cargo bookings from customers
* Interaction with Airport authorities on phone and also in person
* Maintaining record book of cargo bookings and follow up on the same
* Interaction with staff for completing bookings and carriage of Cargo to airport etc.

**Worked in Universal Couriers private ltd. (domestic and intercity) As Operations/ Customer service executive since June 1996 to August 1998**

* Maintenance of data related to courier packets received till the time of their delivery
* Directing courier boys to various locations within Delhi and adjoining areas
* Receiving delivery reports from courier boys and related follow ups
* Interaction with connecting courier companies with regard to Domestic courier packets
* Interaction with customers for giving proof of deliveries and collection of courier packets
* Maintaining files and records of various correspondence

**EDUCATIONAL QUALIFICATION**

Diploma in tour travel & ticketing from DIMS (Delhi institute of management studies)

Diploma in SEO (IT Brain Shapers (2010)

**PERSONAL INFORMATION**

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| --- | --- |
| Father’s Name | Mr. V S G K Nair |
| Marital Status | Married |
| Languages Known | English, Hindi, Malayalam |
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**Sumesh G Nair**