


 Sharjah

 +971.0585813435

 sanjaysuresh746@gmail.com

 <https://www.linkedin.com/in/sanjay-suresh-239b27136>

COMPUTER PROFICIENCY

Microsoft Excel ●●●●

Microsoft Powerpoint ●●●●

Word ●●●●

LANGUAGES

English ●●●●

Malayalam ●●●●

Tamil ●●●●

PERSONAL INFORMATION

Gender

Male

Marital Status

Married

Nationality

Indian

Passport

U5539047, Expires 10/11/31

Address

Room no 706, Al Hilal Bank
Building, Al Mahatta, Sharjah
Sharjah

SANJAY SURESH

PROFILE • ABOUT ME

Over 2 years of experience in banking sector as an Assistant Manager and have good exposure to banking products, customer relationship, banking operations and out of the box thinking with a flair for identifying emerging trends & addressing industry requirements

EDUCATION

Finance, Bachelor of Commerce, Graduated
Sree Narayana Guru College of Advanced Studies, Nattika March 2017
Calicut University
Thrissur, Kerala

Finance and Marketing, Master of Business Administration, Graduated
Sahrdaya Institute of Management Studies July 2019
Calicut University
Thrissur, Kerala

WORK EXPERIENCE

CSB Bank Limited August 2019
Assistant Manager - December 2021
Thrissur, Kerala

- Provides exceptional customer service, involving receipt and payment of cash, while working in a high volume, sales environment.
- Follows established policies in accordance with the bank and the supervisor's direction.
- Meets monthly new account production goals as assigned by upper management.
- Processes deposits and pay out funds in accordance with bank procedures, recording all transactions accurately and balancing each day's operations.
- Receives cash and checks for deposit, verifies amounts, and looks for check endorsements.
- Cross-sells bank services and products.
- Provides bank services to a diverse customer base.
- Performs other tasks as requested by supervisors as they relate to the bank and its functions.

SKILL SET

Sales	●	●	●	●
Customer Relations	●	●	●	●
Empathy	●	●	●	●
Grievance Handling	●	●	●	●



ACHIEVEMENTS

- Received Four Rating and 10% Salary Increment from CSB Bank.
- Won Best Performer award at Zonal Level for (Q1-Q3) FY 2020-21.
- Won Best Performer award at Cluster Level for (Q1-Q3) FY 2020- 21.
- Won PAN India Topper Award for Life Insurance Business FY 2020-21.
- Won First prize in All India Management Fest for Marketing Game held at Saint Gits College of Management Studies, Kottayam, Kerala.
- Won First prize for the Marketing Game in Cascade, Intra Management Fest.
- Coordinated various events at college level and held the position of Cultural Club President at Sahridaya Institute of ManagementStudies, Kodakara, Kerala.



DECLARATION

I, SANJAY SURESH, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.