**RESUME**

**N. ARIFFULLA KHAN** [**arifkhan.**](mailto:gskr7@live.com)**nawab786@gmail.com**

**+91 9652722002**

**Objective :**

Seeking full time career with an organization, which will permit me to use and contribute my ability to enhance my knowledge and contribute towards it’s growth by committed and high quality work.

**Academic Details :**

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| --- | --- | --- | --- | --- |
| **Examination** | **Institute** | **Board/University** | **Year of Passing** | **Percentage** |
| **MBA(Finance)** | Periyar Institute of Distance Education, Salem. | Periyar University, Salem | **2011-2013** | 69.43% |
| **B.Sc**  **(Mathematics, Electronics, Computer Science)** | Shri Gnanambika Degree College, Madanapalle. | Sri Venkateswara University,  Tirupathi. | **2007-2010** | 72.61% |
| **Intermediate**  **(M.P.C)** | Sri Siddartha Junior College, Madanapalle. | Board of Intermediate Education,  Andhra Pradesh. | **2005-2007** | 64.40% |
| **SSC** | Hope Municipal High School, Madanapalle. | Board of Secondary Education,  Andhra Pradesh. | **2004-2005** | 59.61% |

**Computer Skills :**

**Operating Systems:** Windows 2000, Windows XP, Windows Vista, Linux, MS DOS  
**Office Package:** Microsoft Word, Excel, Power point, Access.  
**Database:** SQL and database applications, FIS applications.

**Work Experience :**

* Worked as a Computer Operator in G.S. Plastics Pvt.Ltd, .from May 2010 to Jan 2011.
* Worked as a Computer Operator in AgriGold Constructions Pvt. Ltd., from 07 Feb,2011 to 30 Jul, 2014 and the role in this organization as Cashier , Clerical, Administration work(Data Entry) and Cash Chest with the designation of Computer Operator.
* Worked as a Computer Operator in Karvy Data Management Services Ltd., in E – Panchayat Division from 14 Jul, 2014 to 01 Apr, 2015.
* Worked as a **Junior Relationship Executive** in Muthoot Finance Limited from 21 May, 2015 to 30, Nov 2015.This posission contains Cashier activities, Administration activities, Public relation, Financial Accounting.
* Worked as a “ **Manager - Branch Operations** “ in Fincare Small Finance Bank Ltd. From 15 Apr, 2017 to 31.12.2021

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* Working as a Manager - Affordable Housing Loan in Fincare Small Finance Bank Ltd. From 01.01.2022 to till today.

**KEY SKILLS AND COMPETENCIES :**

**Banking**

* Familiar with all bank products and services.
* Timely achive sales targets.
* Making suggestions to the team members on how to increase overall branch efficiency.
* Ability to create rapport with customers.
* Leadership.
* Understanding of policy, planning and strategy.
* Ability to develop, implement and review policies and procedures.
* Ability to oversee budgeting reporting, planning and auditing.
* Understanding of necessary legal and regulatory documents.
* Ability to address problems and opportunities for the company.
* Ability to build alliance and partnership with other organizations.

**Personal**

* Ability to work quickly and accurately.
* Analyzing information and making decisions.
* Excellent verbal and written communication.
* A team player and work well with others.

**Honors and Awards :**

* **5 times “Star Officer “** Award winner in the spam of 3.5 years in Fincare Small Finance Bank.
* Got a **Role Model** Rank (Top Rank) in a performance appraisal for the period of 2017 - 18, 2018 -19, 2019-20 in Fincare Small Finance Bank.
* With in 12 months got promoted from **Officer** to **Senior Officer** in Fincare Small Finance Bank.
* Got promoted as a Deputy Manager and acting as a Operations Head in Fincare Small Finance Bank.

**Personal Details :**

**Name : N. Ariffulla Khan**

**Date of birth :** 10-05-1990

**Gender :** Male

**CONTACT NO :** 9652722002

**MArital Status :** Married

**Permanent Address :** N. Ariffulla Khan,

S/o N. Mahaboob Ali Khan,

DOOR NO:11-56,

Ranga Reddy Colony,

Kothaindlu,

MADANAPALLI–517325,

CHITTOOR(Dist),

ANDHRA PRADESH.

**Languages Known :** Telugu, English, Hindi, Urdu, Kanada

**Passport No :** P3411623

**Passport Issue Date :** 29-06-2016

**Passport Expire Date :** 28-06-2026

**Declaration :**

Information provided above is true to the best of my knowledge. I will try my best to do the work assigned to me with out any postponement. I hope you will give me a chance to prove myself.

**Date:**

**Place:** **( N. ARIFULLA KHAN )**