

## RESUME

**VIVEK.VS**

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**EMAIL : vivek.vs666@gmail.com**

### Career Objective

A challenging and illustrious career in a competitive environment, where I can practically apply and improve upon the knowledge and skills that acquired during my education and practical experience to the company's benefits and my own satisfaction.

### Educational Qualification

Qualification	Board	Year
M.B.A(Finance & Marketing)	Mahatma Gandhi University	2016
B .B .A	Kerala University	2012
Higher Secondary	Higher Secondary Board	2009
C B S E	All India Secondary School Examination	2007

### Work Experience

1. Currently working ( from April-20, 2018) :- **Muralya dairy products . Pvt Ltd (FMCG)**  
Designation :- Accounts- Executive (Accounts Receivables)

#### Areas of operation

- Accounting of Credit customers
- Posting & reconciliation of customer accounts
- Preparation of MIS related to receivable accounts
- Customer receivables tracking and followup

2. October- 15, 2015 to May-4 , 2017, -: Muthoot Finance Ltd. Trivandrum, India  
Designation -: Junior Relationship Executive

**Areas of operation:**

- Branch operations & Customer relationship
- Cross selling other products including Money transfer, & RELIGARE Health Insurance, LIBERTY Video cone Home Protector Insurance.
- Customer visit for insurance and other similar products
- maintenance of cash and gold within the counter
- Assist and support the branch manager in operating the branch functions.
- To take part actively in the meetings regarding sanctioning of Gold loans, Money transfer, forex and other financial decisions of the company.
- Take care of the customers so has to help and solve customer concerns and queries.
- Ensuring there is a high level of customer service.
- Comply with all department and company policies, procedures and regulation.
- Develop and grow business and customer relationship.
- Strong communication, analytical, problem solving and decision making skills to effectively uncover and resolve complex customer and employee issues.
- Motivate the employees after evaluating their performance.
- Self-starter, ability to work independently.

## Personal Strength

- Willing to work in dynamic nature
- Optimistic attitude.
- Good communication skills and listening skills.
- Hard Working, Willing to change & Cooperative.

## Computer Knowledge

TALLY BASICS,  
MS OFFICE,  
Experience of working in Core Banking Software  
Experience in working with ERP software

## Additional achievements

- Conducted project work on the topic 4ps of business in State Bank Of India
- Conducted project work on marketing strategies in Bajaj Allianz insurance company
- Conducted project study on Customer Satisfaction in Popular Hyundai Pvt ltd

## Personal Profile

Name	: VIVEK.VS
Address	: Indraneela, Chundavila, Karoor, Pothencode.po Trivandrum- 695584 Kerala,
Date of Birth	: 24-09-1991
Gender/Marital Status	: Male/Married
Nationality	: Indian
Languages known	: English, Malayalam, Hindi

## Declaration

I do hereby declare that the particulars given above are true and correct to the best of my knowledge and belief.

Place:

Date:

VIVEK.VS