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# Amal Rajeev

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Name : Amal Rajeev  
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Mobile : +91-9847711115  
Email ID : amal\_rajeev@yahoo.com  
DOB : 27-Oct-1981  
Marital Status : Married  
Nationality : Indian  
Qualification : Bachelor of Commerce from Calicut University  
Language Known : Malayalam, English, Hindi

## Objective

To commit my effort, knowledge and experience to bring value addition to the organization of which I am a part of, and contribute to its growth together with achieving my personal goals.

## Experiences

**24-Sep-2018 till date**

<b>Location</b>	<b>Poonawalla Fincorp Ltd (Earlier known as Magma Fincorp Ltd)</b> 4 <sup>th</sup> Floor City Gallery, YMCA, Kannur Road Calicut-673001 Kerala, India
<b>Job Title</b>	<b>- Senior Executive- Branch Operations</b>
<b>Description</b>	<ul style="list-style-type: none"><li>- Customer Service and Complaint handing</li><li>- Auto Loan disbursement and payment requisition processing</li><li>- Processing of SME Loans</li><li>- Cross selling</li><li>- Ensure loan disbursement on TAT</li><li>- Processing of serving request.</li><li>- Support all verticles for accomplishing the month on month target</li><li>- Maintaining record keeping, MIS preparation for audit adherence.</li><li>- Ensure Compliance &amp; adherence to Government regulations.</li><li>- Banking of Cash/Cheques as per process.</li><li>- Ensuring cost control</li></ul>

**24-Jan-2011 to 28-Jan-2017**

<b>Location</b>	<b>Canara HSBC Oriental Bank Of Commerce Life Insurance Co Ltd</b> 4 <sup>th</sup> Floor V Zone Commercial Complex, Parayancheri, Calicut-673016 Kerala, India
<b>Job Title</b>	<b>- Senior Associate- Branch Operations</b>
<b>Description</b>	<ul style="list-style-type: none"><li>- Branch Administration &amp; Vendor Management</li><li>- To ensure the quality of new business proposals forms</li><li>- Team Management &amp; motivation</li><li>- Processing of serving request.</li><li>- Maintaining Customer relationship</li><li>- Handling Customer Complaints</li><li>- Support sales for accomplishing the month on month target on issuance of the policy</li><li>- Conducting Training programs on KYC documents, Anti Money Laundering guidelines, Medical / Financial Underwriting, Proposal Form Filling to the Sales Managers &amp; for Licensed Bank Staff.</li><li>- Maintaining record keeping, MIS preparation for audit adherence.</li><li>- Develop &amp; maintain relationship with channel partner bank branches.</li><li>- Ensure Compliance &amp; adherence to IRDAI regulations.</li></ul>

**28-Jul-2008 to 20-Jan-2011**

<b>Location</b>	<b>Max New York Life Insurance Company Ltd</b> 3 <sup>th</sup> Floor Appu's Complex, Narayana Nagar, Vadakara, Calicut-673101, Kerala, India
<b>Job Title</b>	<b>- Accounts &amp; Administration Executive-Branch Operations.</b>
	<ul style="list-style-type: none"><li>- Branch Premise Identification &amp; Documentation verification</li><li>- Branch set up &amp; Administration</li><li>- Vendor Management &amp; ensuring timely payments to vendors</li><li>- Ensure Quality check of new business applications</li><li>- Receipting of Fresh applications &amp; Renewal Premiums within the timelines as per set process.</li><li>- Banking of Cash/Cheques as per process.</li><li>- Preparation and monitoring of operating budgets.</li><li>- Ensuring cost control.</li><li>- Conducting Training programs on Anti Money Laundering guidelines, Medical / Financial Underwriting, Proposal Form filling to the financial planning advisors and sales managers.</li><li>- Maintaining Customer relationship.</li><li>- Ensure Compliance &amp; adherence to IRDAI regulations.</li></ul>

#### 09-Dec-2004 to 25-Jul-2008

<b>Location</b>	<b>V-Diamond Ltd</b> Gurudev, Kamath Lane, Palayam Road, Calicut-673001, Kerala, India
<b>Job Title</b>	<b>- Store In-Charge</b>
<b>Description</b>	<ul style="list-style-type: none"><li>- Store Operations</li><li>- Sales Support and Accounting Procedures</li><li>- Managing branch administration activities and petty cash handling</li><li>- Preparing Sales Statements and Reconciliation of Stock and accounts.</li><li>- Preparing MIS on a daily basis.</li><li>- Documentation &amp; Record Keeping of purchase and sales.</li><li>- Handling Show Room and Stock of Jewellery.</li><li>- Play major Role in Team Management of the Company</li><li>- Maintaining Customer Relation and Team Management.</li></ul>

#### 11-Aug-2003 to 08-Dec-2004

<b>Location</b>	<b>Venkatesh Naik Mohandas and Sons Ltd</b> VNM Jellewers, Palayam Road, Calicut-673001, Kerala, India
<b>Job Title</b>	<b>- Section Incharge &amp; Accounts Executive</b>
<b>Description</b>	<ul style="list-style-type: none"><li>- Material requirement planning, procurement and pricing</li><li>- Managing all sales and purchase related documentation</li><li>- Inventory Management.</li><li>- Preparing financial supply chain reports.</li><li>- Maintaining Customer Relation and Team Management</li></ul>

#### Areas of Interest

- ❖ Administration
- ❖ Vendor Management
- ❖ Customer Relations
- ❖ Team Management

#### Achievements

- ❖ Awarded with Bravo certificate from Canara HSBC OBC Life Insurance Co Ltd.
- ❖ Awarded with My Contribution Certificate from Max New York Life Insurance Co Ltd
- ❖ NCC B Certificate Holder
- ❖ Member of School Foot Ball Team

**Declaration**

I hereby declare that the above-mentioned facts are true and correct to the best of my knowledge and belief.

Place: Calicut

Date: 16-11-2022

**Amal Rajeev**