

SANTHOSHKUMAR T P
Manama, Bahrain
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Having 7 years of experience in Banking and Financial industry.

PROFLE:

A proactive individual, dedicated to maintain high quality standards with a logical approach to challenges.

OBJECTIVE:

To be a part of a dynamic and challenging organization that offers attractive growth opportunities and where I could apply my knowledge and enhance my capabilities and skills for contributing to the growth of the organization.

STRENGTH:

I believe that I am a creative, initiative and flexible team player and a unique leader blended with qualities such as outstanding communication, co-ordination and emotional maturity.

JOB ROLES:

BBK (BANK OF BAHRAIN AND KUWAIT) – BBK LITE

- ☐ **Acting as Assistant branch in charge** – Performs all duties and responsibilities of branch in charge in his absence, Branch handling of retail operation, branch compliance management, cost control, branch business development and revenue generation etc.
- ☐ **Customer Service Representative/Teller** - Receiving and Handling customers Remittance inquiries and transactions includes money transfer to different countries all over the world..
Handling Customer calls, complaints and taking necessary actions.
Account Opening – Documentation and processing of Payroll and Savings accounts. .
Loans – Acquisition, Documentation and Processing of Consumer Loans.

BAHRAIN FINANCING COMPANY (BFC)- Bahrain

- ☐ **Sales Consultant/Cashier**- Providing Foreign Exchange/Remittance Service includes Money transfer , foreign Banknotes exchange and any other services to customers
- ☐ **Assistant branch in charge**.- Performs all duties and responsibilities of branch in charge includes End of the day report preparation, branch as well as staff handling , transaction monitoring , branch schedule preparation etc.
- ☐ Achieving sales target, providing customer service and ensuring all operational policies and procedures are followed.
- ☐ Balancing the cash at the end of the shift and prepare the necessary reports .
- ☐ Deliver the highest standard of Customer Service is given at all times and develop client relationships.

CITI BANK – Bahrain

- ☐ **Sales Executive** – Loans & Credit Card

RAK BANK – Dubai

- ☐ **Relationship Officer** –Credit Cards.
Direct sales of Credit Cards for Expats.
Relationship Management for Credit Cards Customer sand cross sell.

BAJAJ ALLIANZ life Insurance & HDFC Life Insurance Co .Ltd

- ☐ Handling DHFL (Dewan Housing Finance LTD) as channel Partner.
- ☐ Co-coordinating Loan Protection Insurance Products.
- ☐ Selling Life Insurance Products through Brokers (partner companies) and Cross Selling .
- ☐ Maintaining Relationship with Channel Partners for target achievements
- ☐ Providing proper guidelines and support to partners and motivate them for sales.

BITS & BYTES INSTITUTE OF MARINE ENGINEERING

- ☐ Management and Administration of Office Activities.
- ☐ Human Resources Activities and Day to day accounts reconciliation.
- ☐ Coordination of Marketing Activities, Providing Proper guidance to marketing executives and helps them for target achievements.

WORK EXPERIENCE :

- ☐ Working as a **Customer Service Representative/Assistant Branch in charge** in **BBK** from Jan 2018 to Till date.
- ☐ Worked as a **Sales Consultant** in **BFC** (Bahrain Financing Company) From May 2015 to Jan 2018.
- ☐ Worked as a **Sales Executive** in **CITI BANK (Bahrain)** from Nov 2014 to May 2015.
- ☐ Worked in **RAK Bank-DUBAI** as **Relationship Officer** from Nov 2013 to May 2014.
- ☐ Worked as **Relationship Manager** in **BAJAJ ALLIANCE LIFE INSURANCE CO.**(Banc assurance) from July 2013 to Nov 2013
- ☐ Worked in **HDFC Life Insurance Co .Ltd** as **Sales Development Manager** (Banc Assurance) from July 2012 to July 2013.
- ☐ Worked in **Bits & Bytes** Institute of Marine Engineering as **Manager** from Dec 2010 to June 2012.

QUALIFICATIONS:

DEGREE	INSTITUTION	UNIVERSITY	DURATION	PERCENTAGE
MBA-Finance and Marketing	Excel Business School	Anna University	2008-2010	74%
Bachelor of Business Management	Taliparamba Arts & Science College	Kannur University	2005-2008	57%
HSE – Commerce	Govt. HSC Kalliasseri, Kannur.	Board of Higher Secondary Examination . Govt of Kerala	2003-2005	62%

COMPUTER SKILLS:

- ☐ MS Office, Excel, Power point, Outlook.
- ☐ Tally

AREA OF SPECIALISATION:

- ☐ Finance, Marketing and Sales . ☐ Commerce and management

PROJECTS:

- ☐ A study on **financial performance** analysis of **CIPCO TEX Ltd** Calicut
- ☐ An Analysis sales promotional strategy adopted by **Rubco Mattress Company Pvt Ltd**, Kannur.
- ☐ An overall study about **Sulfex Mattress Private Limited**, Kannur.

Co-Curricular Activities and Achievements :

- ☐ Top performer in Calicut cluster and top second performer in Kerala region at HDFC
- Participated in AIMA Management Program.
- Participated Business Quiz in NGP College, Erode.
- Participated in HELIKX Training Program.
- ☐ Participated in National level seminar conducted by Senguthar Engineering College, Erode.

Inter personal skills:

Efficient team player, Quick adapter, Motivating group members, Communication skills & Leadership skills, Sales Planning .

Language Known :

English , Hindi , Malayalam - Writing , Reading and Speaking
Tamil – Speaking

Personal Details:

Having Valid Bahrain Driving License

Issue Date : 28/11/2017

Expiry Date : 27/11/2022

Permanent Address : Anandamohanam

Kolath vayal

P O Anchampeedika

Kannur – 670331 , Kerala. India.

Date of Birth: 12/05/1988

Sex : Male

Marital Status: Single

Nationality : Indian

Passport Details :

Passport No: J4133631

Date of Expiry: 03/01/2021

REFERENCES ARE AVAILABLE ON REQUEST

Declaration:

I hereby declare that all the information furnished about me is correct to the best of my Knowledge.

SANTHOSHKUMAR T P