



ARJUN MAHESAN
amarjunmahesan@gmail.com
Mob :+973-33137443

PERSONAL DETAILS

CPR No : 900374357
DOB : 21/03/1990
Gender : Male
Nationality : Indian
Marital Status : Married

PASSPORT STATUS

Passport : K4289180
Issue. Date : 05/09/2012
Exp. Date : 04/09/2022

LOCAL ADDRESS

Flat No. 12, Bldg No. 3940,
Road No. 1869, Block No.318
Manama / Al Hoor

CURRICULUM VITAE

CAREER OBJECTIVE

My primary objective is to pursue a career for an organization that Encourages performance of an employee to the best of their abilities. The current role that I am in has helped me gain sound understanding of customer service along with knowledge in accounting, auditing, banking, staff, time management and problem solving and with this exposure I am Seeking to take the challenge to next level.

ACADEMIC QUALIFICATION

COURSE	NAME OF THE INSTITUTION	Marks (%)
M.B.A. (Marketing and HR)	Jai Bharath School of Management and Studies , Ernakulum , Kerala, India	63%
B.B.A.	University Institute of Technology, Alappuzha, Kerala , India	72%
HSS	Tiruvampady Higher Secondary School, Alappuzha , Kerala, India	69%
S.S.L.C	Tiruvampady school, Alappuzha, Kerala, India	64%

LANGUAGES KNOWN

- ❖ Fluent in English
- ❖ Malayalam
- ❖ Hindi
- ❖ Tamil
- ❖ Telugu

HOBBIES

- ❖ Listening to music.
- ❖ Painting
- ❖ Drawing

MY STRENGTHS

I have a good level of emotional intelligence to get along with different types of customers & colleagues and I can keep myself cool in hard times. I am trained to be proactive.

PERSONAL ATTRIBUTES

- ❖ Willingness to work hard.
- ❖ Adapts to new working environment easily.
- ❖ Sociable, good team player.
- ❖ Strong work ethics

EXPERIENCE (7 Years and 5 Months)

★ Asst. Branch in charge at Bank Of Bahrain & Kuwait
(From-01/07/2019 to Present)

★ Sales Consultant at Banrain Financing Company
(From-30/10/2018 to 13/06/2019)

★ Acting Branch Manager at Modern exchange
(From-14/01/2018 to 31/09/2018)

★ Transfer Clerk at Redha Al Ansari Exchange, Dubai
(From-27/08/2015 to 25/08/2017)

★ Audit executive at Muthoot Finance Ltd, India
(From-08/04/2013 to 08/07/2015)

RESPONSIBILITIES

- ★ Manage the Branch and staff
- ★ Promoting and marketing the branch and its products.
- ★ Monitoring sales targets.
- ★ Reporting sales targets
- ★ Promoting online service and cross products.
- ★ Sanctioning loan procedure and eligibility.
- ★ Bank transfer, issuance of drafts in different currencies, and instant cash, FC handling, Drafts.
- ★ Verification of KYC and auditing.
- ★ Customer service and handling compliance

COMPUTER PROFICIENCY

- ❖ Tally 9.0
- ❖ MS Office.
- ❖ Excel

REFERENCE

❖ Mr Arman Mostafa
Branch Head
Bank Of Bahrain & Kuwait
Mob : +973- 33319251

❖ Muthoot Finance Ltd
Audit & inspection
Dept.
Cochin
Office : 04843126400
Mob : +91-9388959882

❖ Mr. Prem Kumar
HR Manager
Redha Al Ansari Exchange
Dubai
Mob : +971-508971026
Office : 042677706 (ex.139)

PROJECTS

BBA “Labor Welfare activities “conducting in **Mahesh Industries Ltd**, Alappuzha, Kerala.
(From 22/03/2010 to 29/04/2010)

Objectives of the project

- Understand the degree of awareness of different activities of welfare.
- To ensure how company Fairing and doing well in employees.
- Understand the different facilities provide by the company.
- Ensuring the welfare activities such as ESI, PF, and Gratuity...etc.
- Ensuring employees Satisfaction level regarding companies welfare activities.

DECLARATION

I do hereby declare that the information furnished above is true to the best of my knowledge and belief.

Arjun Mahesan