



OBJECTIVE

HR professional with performance management, onboarding, and employee relations skills, desirous of an HR Executive position with the company to utilize skills and expertise in fostering strategic goal achievement.

EXPERIENCE

Axis Bank Limited

01/20 -

Assistant manager

04/21

Monitored cash records, deposit records, increasing accuracy and reducing discrepancies.

Created organization systems for inventory control, financial reports and schedules, dramatically increasing operational efficiency.

Offered hands-on assistance to customers, assessing needs and maintaining current knowledge of consumer preferences.

Generated repeat business through exceptional customer service and responded to customer concerns with friendly and knowledgeable service.

Reduced financial inconsistencies while assessing and verifying billing invoices and expenses.

KSEB

03/19 -

Intern

04/19

Evaluated the potential of company with thorough assessments of historical data, reports, and operational activities. Presented results of financial analyses to the company verbally and in written form.

EDUCATION

KTU Trivandrum

2019

MBA

7.8

MG University

2017

B.Com

62

SKILLS

Time management Adaptability Excel, MS Office, Word, Tally, Finacle software proficiency

Documentation skills Audit support Human resources management Staff management

Customer relationship management Operational management

LANGUAGE

English

Malayalam

REFERENCE

Mr. Sudheep Abraham - "Axis Bank Ltd"

AVP - Branch Head Mallappally

919656122657

CERTIFICATIONS

Certified in IRDA, Insurance Institute & Development Authority of India - 2019

Certified in NISM, National Institute of Securities Market - 2019

Advanced diploma in Indian payroll management and finance.

D Square Technologies - Bangalore