

# VIMALDAS.B

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Kollam, KERALA : 690523



## OBJECTIVE

I seek a challenging and interesting job, wherein I can prove my skills and opportunity, and also acquire new skills. Capable of working on multiple task, manage people, defining process. Dynamic, energetic and self-motivated go-getter, spontaneous with ability to think and provide solutions, serious attitude towards work /career.

## EDUCATION

DATE	INSTITUTION	DEGREE/COURSEWORK
2016	CMS INSTITUTE OF MANAGEMENT STUDIES	MBA(HUMAN RESUROCE&LOGISTICS)
2012	CMS COLLEGE OF SCIENCE AND COMMERCE	BBM (COMPUTER APPLICATIONS)
2009	BJSMHIGHER SECONDARY SCHOOL	SCIENCE MATHS AND PHYSICS

## ACADEMIC PROJECTS/ SEMINARS & TECHNICAL EXPERTISE

Industrial experience	International MNC experience, Malaysia chocolate factory , Royal <b>challenge</b> groups , worlds first hotel process, Dubai <b>tourism</b> and development projects & Bahrain securities and services.
Main Project	Absenteeism in employees activity in Renaults service center
Seminar	Employee and employer relationship and organizational growth
System	WINDOWS 10/8.1/8/7, MS OFFICE, POWER POINT

## WORK EXPERIENCE

1.

- **Company name** : **VELAMMAL ALUMINIUM INDUSTRIES**
- **Region** : **Palakkad-7**
- **Designation** : **Human Resource Executive.**
- **Period** : **2016 November to 2020 March**

### Job Responsibility

- Reviewing each account to determine the best way to approach the client, and then executing their plan to bring in the maximum amount of revenue.
- Solve problems quickly and create resolutions that bring in revenue on a regular basis.
- Develop collections methods that consistently lead to achieving or exceeding company financial goals.
- Collection of assets every time period and organizing supply chain activities
- Handling the labours in their factory and guiding them and motivating them to increase in production.
- After a 1.5 Years with my performance and dedication shown towards the company I got promoted as HR Executive in Supply chain management and was handling four districts (Coimbatore, Malappuram, Kozhikode, & Palakkad.)
- Hire the right employee on right time.
- Always focus on organization mission and vision.
- Processing the right manner of payroll system.
- Maintain employee records.
- Training and supporting employee for maximum output without any loss and delay.
- Overall management system valued every time.

2.

- **Company Name** : **MUTHOOT FINANCE**
- **Region** : **New Delhi south region**
- **Designation** : **Junior audit executive**
- **Period** : **2013 September to 2014 August**

## **Job Responsibility**

- Organizing auction process and collecting auction items without any delay at correct time period.
- Work closely with team members to create ways to bring in revenue and find success as a group.
- Solve problems quickly and create resolutions that bring in revenue on a regular basis.
- Good experience in audit process and also knowing the complete activities of the organization process.
- Preparing final analysis and company growth and profit level. Ensures compliance with established internal control procedures by examining records, reports, operating practices and documentation.
- Experience in verifying assets and liabilities by comparing items to documentation. Also maintains internal control systems by updating audit programs and questionnaires; recommending new policies and procedures.
- Good knowledge about all records of NBFC organization.
- Examining employees' activity and strength of his work. Preparing incentives and salary determination of employees.

**3.**

- **Company name** : **Bank Of Baroda**
- **Region** : **Ernakulam**
- **Designation** : **Customer relationship officer**
- **Period** : **2021 January to 2021 June**

## **Job Responsibility**

- Collecting and reviewing each account to determine the best way to approach the client, and then executing their plan to bring in the maximum amount of revenue.
- Good financial decisions maker and maximize profit level.
- Collection of leads from branches and environment.
- Assure customer assets safety.
- Arranging campaign to achieve regional targets.
- Maintain good relationship between public to bank.
- Assure bank profit level increase every activity.
- Solve the customers doubts and problems without any loose.
- Maintaining proper documentation system and its safety

**4.**

- **Company name** : **Honest associates**
- **Region** : **Ernakulam**
- **Designation** : **Branch manager**
- **Period** : **Still working**

## Job Responsibility

- direct and supervise the staff and day-to-day operations in the assigned branch location.
- ensuring delivery of quality customer service and achievement of sales or productivity goals.
- Take time to understand the business in which you are operating.
- Develop time-management skills.
- Practice active listening skills.
- Know how to motivate and lead employees.
- Continue your own training and development.
- Don't stay isolated in the office.
- Don't pretend you know all the answers.

SKILL SET
Excellent team player
Good communication skills
Prioritizing
Excellent presentation and interpersonal skills
Dependability, Hardworking
Good knowledge about payroll system, recruitment process
Language-English, Hindi, Tamil, Malayalam

## Passport Details

passport number :K7 824199  
date of issue :26-12-2012  
date of expiring :25-12-2022  
place of issue :Trivandrum

**I hereby declare that the above-furnished details are true to the best of my knowledge & references can be furnished upon request.**

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