

Abdul Azeez Seevayi.

Marketing / Sales / Administration

PO Box 97374, Al Ain, Abudhabi, United Arab Emirates

Mobile: 00917510986621, 00917696865696

 <https://www.facebook.com/abdulazeed.seevayi.7/>



Profile	Qualified and experienced with over 9 years of proven work experience in Retail banking , and 10 years in Managing Construction and Transportation company . Possesses excellent career record of consistent performance and achieving professional growth on the basis of dedicated work approach with capability to manage functions independently.
Personality	A dedicated team leader, who can bring to your business: additional professionalism, passion, productive ideas, enthusiasm and out of the box thinking packed with practical work experience. Also a trustworthy colleague capable of dealing with constant challenges and leading change. Educate the team members of the changes in policies and procedures.

Education

Bachelor of Science - Chemistry

Diploma in Computerized Office Management

Certificates in Personal Loans Contest : Abu Dhabi Commercial Bank (ADCB) (*Star of the Week & Star of the Month*) for marketing max no. of personal loans

Certificate in Customer Service Excellence (by ADCB)

Certificate in Smart Loan Product Training Programme (by ADCB)

Well Trained in Anti Money Laundering and Flexcube (by ADCB)

Career Progression

Business Development Manager at RIMAH STAR GENERAL TRANSPORT and Construction Co. **2019 - present**

Manager
(ALATAF Construction & Transportation Group of Companies) **2010 - 2019**

Business Development Manager at HITECH GROUP OF COMPANIES **2009 - 2010**

CRM - ADCB, Gayathi Branch, AbuDhabi, UAE **2005 - 2007**

Senior Relationship Officer (Retail Banking Division) **2003 - 2005**
ADCB., Gayathi Branch, AbuDhabi, UAE

Chief Teller/Cashier **1998 - 2003**
ADCB., Gayathi Branch, AbuDhabi, UAE

Executive Secretary to the General Manager **1997 - 1998**
Liwa Chemicals, AbuDhabi, UAE

Proven Job Role

All Banking functions

- 1 Marketing of retail banking products of the Bank to existing & potential customers which exceeded the set targets by the bank (certificate provided by the bank "**Star of the Month**" and "**Star of the Week**")
- 2 Submission of all weekly, monthly, quarterly, semi-annual returns to BM/AM, Central Bank, etc.
- 3 Internal audit, compliance with bank's manual of instructions.
- Managing the group of Construction and Transportation Companies in Al Ain

Construction and Transportation

- Contact and meet companies and acquire business contracts.
- Deal with companies through **correspondence** and attend **meetings** in solving problems or issues.
- Weekly **evaluation** of the project through accounts and site engineers and **submittal of reports** to the chairman.

Training-Seminar

- 1 Attended Training programme on Credit Appraisal skills, Anti Money Laundering, Smart Loan Training, Processing of Credit Cards, Works-flow Management Systems, Working Capital Management, Trade Finance, Retail Banking, Business Correspondence, Bank Marketing, Personnel Management etc.
- 2 Attended Training Programmes in Customer Services, Telephone Technics, Bank Retail products, Credit Appraisal Skills etc. with ADCB.

Computer Skills

Banking Applications(**flexcube**),
MS Office (Word, Excel & PowerPoint), Internet and E-mail applications, Programming in BASIC, COBOL and Dbase. Adobe Photoshop, Adobe Premiere
ASP.net,

Personal Details

Nationality : Indian
Marital Status : Married
Driving Licence : Valid UAE Light Vehicle and Car
Visa Status : Employment Visa
Languages : Fluency in English, Arabic, Hindi, Urdu and Malayalam
Basic Knowledge in French and German

Reference

Will be submitted on request.