

SHINE SEBASTIAN

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Visit Visa: Valid till October 13, 2022

OBJECTIVE:

To acquire a credible position and to be part of the dedicated team in a growing organization where my experience, education and abilities will be an asset and to utilize all opportunities for the development of the organization and self.

ACADEMIC PERFORMANCE:

Master of Business Administration- Marketing & HR

From MG University, India

Year of Passing: 2013

Bachelor of Commerce (B. Com)

From MG University, India

Year of Passing: 2011



EMPLOYMENT HISTORY:

ESAF SMALL FINANCE BANK

Position: Senior Officer

Period: October 08, 2018, to June 31, 2022



ESAF MICROFINANCE BANK

Position: Asst. Branch Manager

Period: June 10, 2014, - September 29, 2018



Role:

- Helps the manager by making sure that the daily work to be done not only finishes on time but runs smoothly.
- Meeting with customers and resolving any problems or complaints.
- Promoting and marketing the branch and its products
- Ensuring there's a high level of customer service
- Maintains monthly branch efficiency log.
- Keeps educated on all deposit, business and consumer loan products.
- Assist in teller jobs.
- Reports facility/building concerns to maintenance.
- Supports in all operational activities.
- Facilitates meetings to disseminate operational information.
- To acquire saving & current accounts for Resident / Non-resident Indians.

- To make sure about the quality of newly acquired customers.
- To acquire more customers by doing cold calls, meeting walk-ins, associates, referrals from other customers, through emails, direct mails, ATMs etc.
- To give the best service to all the customers.
- Meeting productivity norms as defined through support of channels & own efforts.

OTHER QUALIFICATIONS:



POWER OF SIMPLICITY

ACTIVITIES:

1. Participated in various management fests.
2. An organizational study completed in KEL during the period of 15th May to 15th June 2012
3. Organization case study from Eastern Condiments Pvt. Ltd. Adimali

TECHNICAL SKILLS:

Operating System	: Windows 7, 10
Technical	: MS Word, Excel, PowerPoint
Mail	: 2013, 2016

PERSONAL PROFILE:

Name	:	Shine Sebastian
DOB	:	18/05/1988
Sex	:	Male
Nationality	:	Indian
Marital Status	:	Married
Languages known	:	English, Malayalam
Reference	:	Available upon request
Visa Status	:	Visit Visa, Valid till October 13, 2022

DECLARATION:

I hereby declare that all the details provided above in this document are correct to best of my knowledge.

Shine Sebastian