



# ANOOP C

MBA (MARKETING) &  
PGPM (INTERNATIONAL BUSINESS)

## CONTACT

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Alappuzha, Kerala India

## ACADEMIC CREDENTIALS

### MBA IN MARKETING & INTERNATIONAL BUSINESS

- IBMR-IBS
- Mysore University.
- 2015-2017 | 59%

### B.COM IN FINANCE & TAXATION

- St. Aloysius College Edathua, Alappuzha,
- Mahatma Gandhi University, Kottayam.
- 2015 | 69.50%

### HSE BOARD EXAMINATION

- 2012 | 81%

### SSLC

- 2010 | 70%

## ACHIEVEMENTS & PARTICIPATION

- Received 'Classic Star' Award for the outstanding performance from HDFC Bank Ltd.
- Received 'Rising Star' Award for the outstanding performance from HDFC Bank Ltd.
- Participated workshop on Digital Marketing conducted by National Institute of Digital Marketing.
- Participated workshop on Advanced Supply Chain and Logistics Management conducted by IIMM

## CAREER ABRIDGEMENT

To achieve a challenging position in a professional organization through self - improvement by excelling in all responsibilities with sincere hard work, dedication & commitment. To work towards the development of the organization & grow with it.

## KEY SKILLS

- Team Work
- Work Ethic
- Communication
- Leadership
- Organization skills
- Time Management
- Interpersonal ability
- Detail Oriented
- Punctual
- Quick Learner
- Hardworking
- Analytic Skills

## EMPLOYMENT CHRONICLE (3 Years)

### ASSISTANT MANAGER | Nov 2019 – Dec 2020

RETAIL BRANCH BANKING  
HDFC BANK LTD

- Ensure highest levels of customer service in every transaction & Acquisition of new customers
- Promoting and marketing the branch and its products.
- Monitoring & reporting to senior managers on the effectiveness of strategies
- Responsible for Branch audit and ensure nil audit observations as per RBI guidelines
- Develop partnerships & relationships with third parties to meet strategic objectives
- Maintaining an overall management style that follows company best practices.
- Monitoring sales targets.
- Completing tasks assigned by the general manager accurately and efficiently

### EXECUTIVE | Jun 2017 – Jul 2019

FOREIGN EXCHANGE  
THOMAS COOK INDIA LTD

On site visit to Thailand from Thomas Cook India Ltd.

- Manage Foreign Exchange Operations as per statute and Guidelines.
- Conducting marketing and sales Activities for acquiring new customers.
- To ensure compliance with regard to RBI rules & regulation, AML guidelines, and follow laid down circulars/process by the Company and other statutory bodies
- Catering/Delivering Foreign Exchange to corporate & retail customers.
- Maintain the growth rate and achieve the growth target as per the target fixed.
- Building and maintaining profitable relationships with key customers.
- Meeting with managers in the organization to plan strategically.

## COMPUTER PROFICIENCY

MS Excel	★ ★ ★ ★ ★
MS Word	★ ★ ★ ★
MS PowerPoint	★ ★ ★ ★ ★
Internet & Email	★ ★ ★ ★ ★

## LANGUAGES KNOWN

English	<div><div></div></div> 100 %
Hindi	<div><div></div></div> 85 %
Malayalam	<div><div></div></div> 100 %

## INTERESTS

		
Songs	Travelling	Theater

## REFERENCE

- Available upon request

## PERSONAL STRENGTH

- COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- SERVICE** - Having a client focused approach Skills include Patience, Attentiveness and a positive language
- ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time -management.
- MANAGEMENT**-Management skills to direct others and review others performance.

## PERSONAL DOSSIER

Gender	: Male
Date of Birth	: 10/01/1995
Nationality	: Indian
Marital Status	: Single
Permanent Address	: Souparnika (H), Mampuzhakary, Ramankary P.O, Alappuzha, Kerala-689595

## DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars

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