



MOHAMED SHIBIL
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Objective

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trust me with responsibilities and challenges.

Experience

- ICICI BANK LTD, Trivandrum, India** April 2021 - July 2022
Relationship Manager-General Banking
 - Understanding customer financial needs and provide solution with high priority to customer satisfaction.
 - Acquire new customers and achieve productivity targets like Savings and Current account.
 - Regular engagement with existing mapped customers and handle customer queries.
 - Generate revenue from new and existing managed customers through cross sell.
 - Enhance customer retention through multiple product penetration of loans, Forex, investment and cards.
 - Helps customers to deposit, withdraw money and exchange of currency.
 - Understand key performance analytics, MIS and benchmarks and co-ordinate with other teams.
- Gulf star security and safety systems Co. Riyadh, KSA** September 2022 - December 2022
Administrative Assistant
 - Answers phone calls, schedules meetings and supports visitors.
 - Ensuring the payment of employees, issuing paychecks, creating salary sheets and reports
 - Carries out administrative duties such as filing, typing, copying, binding, scanning etc.
 - Makes travel arrangements for senior staff such as booking flights, cars, and hotel or restaurant reservations.
 - Exhibits polite and professional communication via phone, e-mail, and mail.
 - Supports team by performing tasks related to organization and strong communication.
 - Develops administrative staff by providing information, educational opportunities, and experiential growth opportunities.
 - Contributes to team effort by accomplishing related results as needed.

Education

- Master of Business Administration** 2020
Human Resource and Marketing
- Bachelor of Commerce** 2018
Computer Application

Skills

- Cross cultural competency
- Leadership
- Flexibility
- Time Management
- Critical thinking
- Conflict Resolution

Languages

- English
- Malayalam
- Hindi

Personal Details

- Date of Birth : 25/04/1996
- Marital Status : Single
- Nationality : Indian
- Passport : R1140789
- Visa status : Visit Visa(Valid until 14th Feb 2023)

Declaration

- I hereby declare that the above information are true and best to my knowledge.