

JUSTIN MATHEW

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OBJECTIVE

To pursue a versatile and goal-oriented career in my specialized area using my skills for the development of the organization and grow myself along with the organization.

WORKING EXPERIENCE

Branch Relationship Manager

Muthoot Microfin, Kanjirappally/ Kerala

January 2016 – May 2020 (4.5 Y)

Responsibilities:

- Marketing and sales of microfinance Loans.
- Collecting and Processing Financial and Legal documents of Customers.
- Providing Door step service to the Customers.
- To monitoring and handle the entire branch and branch teams, credit officers and relationship officers.
- Keeping track of the regular attendance and sanctioning leaves.
- Reporting to the Area Manager.
- To monitor and control the branch delinquency and give high concentrations for branch productivity.
- To co-ordinate between a team of Marketing and Telemarketing team, to generate sales through a Sales team based on the leads.
- Achieving targets on a daily, weekly and monthly basis.
- Send regular reports to update the productivity on a daily, weekly and monthly basis.
- Conducting daily/weekly/monthly meetings and setting targets on regular intervals.

Marketing Executive

Pallassery Earth Works, Perumbavoor/ Kerala

May 2010-June 2012 (2Y)

Responsibilities:

- Marketing and collect leads of earth works and its related works such as core cutting, Wall saw cutting, Hydraulic core cutting etc.
- Providing better service to the Customers.
- Making Daily and Weekly Report.
- Targeting Potential Corporate to do the Campaign.
- Reporting to the Sales Manager.
- To survey and take leads for new earth works projects in different areas in Kerala

EDUCATIONAL QUALIFICATION:

- B.Sc. Botany in MG University (2012-2015) with 85.5%
- Plus Two School / Board (2008-2010) with 70%
- SSLC (2008) with 80%

PERSONAL PROFILE

Age & Date of Birth : 28, 19 JULY 1992

Gender : MALE

Nationality : INDIAN

Marital Status : MARRIED

Name of the Father : MATHEW

ADDITIONAL COMPUTER SKILLS

- Proficient in Microsoft Word, Excel, PowerPoint and Outlook for Windows.

DECLARATION

I declare that the above facts given by me are true to the best of my knowledge and belief.

Date:

JUSTIN MATHEW