

## SHINE SEBASTIAN

E-mail: [sebastian.shine@outlook.com](mailto:sebastian.shine@outlook.com)

Mobile: +971 56 4584563



**Visa validity: Resident Visa (Valid until 06 /03/ 2025)** \_\_\_\_\_

### 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:

#### **KHADAF AL KHALEEJ COMMERCIAL SERVICES LLC**

**Position: sales officer**

**Abu Dhabi**

Period: 01/2/2023 to 06/03/2025.

#### **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 December 20, 2022

#### DECLARATION:

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

Shine Sebastian