



PRASOBH.T S

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ADDRESS

Thanikkunnu Parambil House,
Kodasseri, Chembrasserri Post,
Malappuram dt, Kerala
India-676521

PERSONAL DETAILS

Date of Birth : 11/03/1993

Gender : Male

Marital Status : Married

Father Name : Sivasankaran

Nationality : Indian

PASSPORT DETAILS

Passport No : U3686061

Date of issue : 11/09/2020

Date of Expiry : 10/09/2030

Place of issue : Kozhikode

Visa status : Visit Visa

CAREER OBJECTIVE:

Seeking a challenging position in a company that utilizes my potential to the fullest while offering an opportunity to further my career, and thus contribute mutually to the benefit of the organization.

WORK EXPERIENCE:

1. G-tec College for Advance Studies, Nilambur

Position : **Lecturer with Administrator (HOD)**

Duration : **2019 – 2023**

Duties and Responsibility

- ▶ Assist with day-to-day administrative tasks, including managing correspondence, handling incoming and outgoing calls, scheduling appointments and maintaining calendars.
- ▶ Prepare and distribute memos, letters, emails and other forms of communication
- ▶ Maintain filing systems, both physical and electronic ensuring documents are organized and easily accessible
- ▶ Manage office supplies, inventory and equipment, ensuring availability and making procurement request as necessary.
- ▶ Maintain the cleanliness and tidiness of the office space, ensuring a professional and organized environment
- ▶ Develop, implement and maintain policies/procedures within the Classroom
- ▶ To coordinate various activities with students.
- ▶ To lead Students in their Activities

2. Manappuram Finance

Position : **Assistant Manager**

Duration : **2016– 2019**

Duties and Responsibility

- ▶ To do various money exchange transactions
- ▶ Manage day operations of branch in the absence of Branch Manager
- ▶ Assist Branch Manager in implementing business development strategies for assigned branch.
- ▶ Provide warm, friendly and welcoming atmosphere for both employees and customers.
- ▶ Provide quality and exceptional services to customers.
- ▶ Assist Branch Manager achieve sales target and projected profit.
- ▶ Maintain operational standards to provide an excellent working Environment for employees.
- ▶ Ensure the facility is kept clean, safe and orderly.
- ▶ Communicate personally with customers to ensure customer satisfaction.
- ▶ Ensure operational excellence and integrity of the branch.
- ▶ Develop action plans to enhance operational controls and optimize Customer service.
- ▶ Assist in performance appraisals, promotions, and compensation activities for employees.

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STRENGTH:

- Energetic and hardworking personality
- Try to catch others mind
- Optimistic and ambitious attitude
- Comfortable in working under pressure
- Passion for excellence

LANGAUGE KNOLEDGE:

- Malayalam
(Read, Write, Speak)
- English (Read, Write, Speak)
- Hindi (Read, Write)

KEY SKILLS & COMPETENCIES

- Strong understanding of principles of business administration and the practical usage.
- Excellent managerial qualities.
- Good communication skills and excellent telephone manner
- Proficiency in MS office tools and web search tool

3. Manappuram Finance

Position : Junior Assistant
Duration : 2014 – 2016

Duties and Responsibility

- ▶ To answer visitors' questions
- ▶ Direct customers to Bank personals
- ▶ Verify personal and financial information
- ▶ Maintain customer and financial Data
- ▶ To follow the directions given by the superiors

EDUCATION DETAILS:

- **POST GRADUATE**
2018
Master of Commerce, Madurai Kamaraj University
- **GRADUATION**
2014
BBA, Calicut University
- **PLUS TWO**
2011
Commerce, HSE Kerala
- **SSLC**
2009
Government of Kerala

COMPUTER PROFICIENCY:

- MS Office

DECLARATION:

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars

Place : Abu Dhabi

PRASOBH.TS

Date :