



PERSONAL DETAILS

+ 971 558279020
tonyvarghese12@gmail.com

Address Abudhabi ,UAE
Nationality Indian
Gender Male
Marital status Married
Passport No L9919854
Date of Expiry 24/06/2024

ACADEMIC CREDENTIALS

BCA 2014
Bharathiyar University, Kerala India
Higher Secondary 2011
Board of Public Examination, Kerala
High School 2009
Board of Public Examination, Kerala

ADDITIONAL QUALIFICATION

- MS Excel
- MS word
- Tally ERP9
- Peachtree
- Quick book
- MYOB

LANGUAGES

- English
- Hindi
- Malayalam

TONY VARGHESE

Results-driven Relationship Manager with a solid background and over 9years of experience in corporate account management, senior relationship executive roles, and office administration. Proven ability to establish and nurture strong client relationships, drive revenue growth, and exceed targets. Adept at leveraging exceptional communication and interpersonal skills to collaborate with cross-functional teams and deliver exceptional service. Experienced in managing administrative tasks, including documentation, scheduling, and process *improvement*. Seeking an administrative or office position where I can apply my diverse expertise and contribute to organizational efficiency and success.

KEY SKILLS

Client engagement	Voice over IP	Administrative support
Customer service	Office management	Budget management
Sales strategy	Document management	Account management

EMPLOYMENT CHRONICLE

- ❖ **Relationship Manager** Nov 2021- July 2023
CSB BANK
 - Managing clients' investment portfolios to ensure financial success
 - Discussing major financial goals of clients to better understand their objectives.
 - Efficiently handle cash transactions, including accurately processing payments, providing change and maintaining a balanced cash drawer
 - Managing and recording daily cash flow and informing customers about suspicious transactions.
 - Updating clients and customers on their portfolio activity and success
 - Proactively seeking new clients for the bank
 - Conducting risk assessments on investment options and reporting them to the client
 - Ensuring they follow strict banking policies and protocols
- ❖ **Corporate Account Manager** Dec 2019 - Sep 2021
Tata AIA Life Insurance India—HDFC BANK
 - Coordinated full sales lifecycle from proposal development to closings and follow-up.
 - Built relationships with customers and community to establish long-term business growth.
 - Secured competitor business via strategic marketing, service programs and promotions.
 - Attract new business by identifying and exploiting opportunities in the local market
 - Provide accurate quotations and meet sales targets
 - Introduce new products and promote them through regular visits and communication with intermediaries.
- ❖ **Senior Relationship Executive** April 2018 -Dec 2019
Aditya Birla Sunlife Insurance Company Ltd
 - Increased customer satisfaction rate from 78% to 95% by responding quickly to customer needs and developing relationships with the customer.

REFERENCES

- Sreejith
Managing partner
Adornz
+91 9746045085
- Suresh kovvama
Cluster Head
CSB Bank
+91 9895141561

- Held weekly conference calls and quarterly on-site meetings with customers, identifying and addressing issues and concerns
- Prioritized customers' requests, ensuring that all last minute requirements were met
- Monitored document imaging systems to ensure that documents are accurate, complete and in compliance with information protection, privacy and security policy procedures

❖ Office Administrator

AUGUST 2014 - MARCH 2017

Adornz Imitation And Fashion Accessories, Kerala, India

- Prepare monthly accounts balance sheet.
- Coordination with Vendor / Customer and Complaints Handling.
- Managing staff and assigning duties to them.
- Extract data of patients from various sources and manage it in an organize computer base system.
- Preparing weekly and monthly summary reports to Senior Management.
- Preparing confirmation reports to clients, update status board, daily files.
- Analyzing data to monitor performance and plan improvements.
- Prepared documents for data entry.
- Recorded all tasks and activities, prepared and submitted reports.

DECLARATION

I hereby declare that the above particulars of facts and information stated are true, correct and complete to the best of my belief and knowledge.

TONY VARGHESE