



AJIN MATHEW

📍 Qusais, Dubai

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PROFESSIONAL SUMMARY

Versatile and results-driven professional with a Master of Business Administration in Marketing & Systems and a Bachelor of Science in Information Technology. Proven expertise as a Corporate Relationship Manager, Sales Executive, Senior Officer in Business Development, and Senior Executive in Finance, Audit & Taxes. Adept at building and nurturing client relationships, driving sales, and implementing strategic business development initiatives. Experienced in financial planning and analysis as a Relationship Officer and Financial Planning Officer. Ready to leverage a unique blend of managerial, sales, and financial skills to contribute to a dynamic and growth-focused environment. Visa expires on 28-01-2024.

SKILLS

Financial Reporting	Risk Management	Sales and Client Acquisition	Business Development
Relationship Management	Financial Analysis and Audit	Customer Service	
Financial Planning	Strategic Account Management	Financial Advisory	Sales Execution

WORK HISTORY

CORPORATE RELATIONSHIP MANAGER, *July 2018 — April 2023*

MODERN EXCHANGE CO LLC, MUSCAT

KEY RESPONSIBILITIES

- Conducted corporate presentations on forex rates and market insights at both public and private enterprises.
- Led the HVC segment, acquiring new clients and reactivating inactive ones by surpassing their expectations.
- Solicited online remittances and facilitated mobile app registrations during the Covid pandemic, adhering to AML guidelines.
- Gathered information on individual clients' remittance habits within the same company or department.
- Provided timely forex rate intimation and forecasts to assist clients in making informed decisions.
- Marketed company products at cultural events, budget presentations, and sponsored gatherings.
- Represented the company at membership gatherings like ABGO and BBF, promoting services to respective corridors.
- Personalized services and privilege cards were provided to High-Value Remittance segment clients for business growth.
- Supported branches in improving High-Value remittances through telecalling, appointments, and customer references.
- Prepared monthly reports on high-value transactions, charting numbers, revenue, and percentage growth.
- Regularly conducted competitor analysis and implemented strategies to enhance the customer base.
- Provided branch support for transactions, cash handling in emergencies, and client services.

SALES EXECUTIVE, *Oct 2017 — June 2018*
AWAFI MINERAL WATER LLC, AL FUJAIRAH
KEY RESPONSIBILITIES

- Headed sales in Sharjah and Dubai, overseeing six salesmen, each responsible for specific vehicle sales.
- Met clients through scheduled appointments, cold visits, and referrals.
- Analyzed the market dynamics and executed strategic initiatives.
- Received customer orders and assigned salesmen to designated areas.
- Organized meetings with salesmen to develop new plans for market capture.

SENIOR OFFICER-BUSINESS DEVELOPMENT, *Dec 2010 — Aug 2017*
AL ANSARI EXCHANGE, ABU DHABI
KEY RESPONSIBILITIES

- Promoted to Senior Officer-Business Development, overseeing a team of 3 Business Development Officers based on KPIs.
- Managed WPS and corporate business sourcing for the company, providing services such as WPS, cash collection, and auxiliary services.
- Ensured reliable and timely distribution of employee salaries through WPS.
- Identified prospective clients for corporate tie-ups, preparing proposals for cash collection services through Al Ansari Exchange.
- Coordinated with the team to explore potential markets for marketing initiatives.
- Expanded the sales portfolio with additional products and services based on market research and customer feedback.
- Established rapport with clients through scheduled appointments and on-site meetings to ensure service quality and company goodwill.
- Participated in campaigns and marketing activities to boost business development efforts.
- Collaborated with the team to set specific and time-bound goals through brainstorming sessions.
- Observed and analyzed the market, contributing innovative ideas for new products or potential branch locations to the 'fikriti' team.
- Contributed to socially responsible activities such as blood donation camps and iftar food distribution as part of the team's initiatives.

SENIOR EXECUTIVE (Finance, Audit & Taxes), *Sep 2008 — Oct 2010*
SAJAN ASSOCIATES, KOCHI
KEY RESPONSIBILITIES

- Served as a Senior Executive handling Finance, Audit, and Taxes, providing clients with advice on tax savings and investments.
- Conducted concurrent and internal audits, focusing on enhancing efficiency in various areas.
- Played a key role in finalizing accounts, reconciling bank statements, and generating MIS reports for Cash Flow, Ratio Analysis, and other financial tools.

RELATIONSHIP OFFICER, *Apr 2008 — Aug 2008*
FIRST GULF BANK-WEALTH MANAGEMENT, DUBAI
KEY RESPONSIBILITIES

- Oversaw portfolio management, providing financial services in wealth creation, investments, pension, and protection.
- Ensured financial stability within the client portfolio.
- Increased sales, referrals, and cross-sales of banking products while safeguarding the wealth management segment from potential loss.
- Proactively identified cross-sell opportunities and recruited new business.

FINANCIAL PLANNING OFFICER, Sep 2006 — Feb 2008

HDFC STANDARD LIFE, KOCHI

KEY RESPONSIBILITIES

- Gathered client financial information, analyzed it, and designed personalized financial plans.
- Implemented planned financial strategies and monitored client decisions accordingly.
- Assisted clients in making major financial decisions, explaining the consequences.
- Guided clients in achieving financial goals like children's future, retirement, wealth creation, and protection.

EDUCATION

Master of Business Administration (Marketing & Systems), Apr 2004 — Apr 2006

Mar Athanasios College for Advanced Studies, Tiruvalla

Bachelor of Science-Information Technology, Apr 2000 — Apr 2003

SSM College of Engineering, Erode

**COMPUTER
PROFICIENCY**

- MS Word/ Excel
- Basic Operation
- Internet & E- Mail

**LANGUAGES
KNOWN**

- English : Proficient/Fluent (C2)
- Hindi : Proficient/Fluent (C2)
- Malayalam : Native

VISA DETAILS

Visa Status : Visit Visa
Date of expiry : 28-01-2024

DRIVING LICENSE DETAILS

Holder of Valid **Indian, UAE & Oman** Driving License

REFERENCE

- Available upon request