



# SHARON MATHEW K M

## CAREER OBJECTIVE

To seek a position in a reputed organisation, where my professional and technical skills in the field of management, can be used to add value to its operations by consistent hard work and dedication and enhance my knowledge as well as personal growth, leading to managerial responsibilities.

## WORK EXPERIENCE

### Bank :

#### ESAF Small Finance Bank, India

Designation: Senior Branch Operations Officer

Duration: 03-05 -2019 to 31-08-2023.( 4 years, 3 months)

### Company:

#### Godwit Brigade L.L.P, India

Designation: Accounts Assistance

Duration: 10 Sept 2023 – Present

Job Description : Book keeping, accounting and VAT filing for UAE

## PERSONAL DETAILS

 Al Quoz, Dubai, UAE

DOB: 08/11/1994

Gender: Male

Nationality: Indian

Marital Status: Unmarried

## STRENGTHS

- Customer Service
- Retail Banking
- Team work
- Punctuality
- Smart appearance
- **Cashier & Operation work**

## TECHNICAL SKILLS

- MS Office
- Advanced MS Excel
- Tally
- Zoho
- Advance Clerical Knowledge
- Rapid data entry

## LANGUAGES

- English
- Malayalam
- Hindi

## EDUCATIONAL QUALIFICATION

- M Com in Finance –Sangi International University (2022)
- B.com – Kannur University(2017)

## PROFESSIONAL EXPERIENCE

- Achieve individual and branch sales goals through new business sales, referrals and retention of account relationship with customer
- Quarterly audit, replenishment and operations of Vault and ATMs
- Understanding customer concerns-assist team members in the branch to close leads
- Attract and retain best-in-class talent for key roles in their reporting structure.
- Disbursement of Mortgage, Vehicle ,Personal ,Agri ,Gold and Micro Loans
- Keeping of deliverables and various registers.
- Banking Operations such as Cash managements, Customer Service, NEFT, RTGS,rectification of Complaints, Scrutiny, Cheque clearance etc.
- Handling Customers According to the mapped base.

## INTERNSHIPS

- Internship at Godwit Brigade L.L.P. Calicut, India

## CERTIFICATES

- Banking Financial Services and Insurance Certificate (BFSI)
- Tally Essential Comprehensive
- Certificate in Advanced MS Excel

## ACADEMIC PROJECT

- A study on receivables management in RUBCO HUNT WOODS PVT .LTD India , (2017).
- A study on the comparison between customer expectation and services provided by bank , Thrissur India (2020).

## REFERENCES

**Mr. Jibin VK**

**Profession : Branch Manager**

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**Mr. Jithin Jose**

**Chartered Accountant**

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## DECLARATION

I hereby declare that all the above details are true to the best of my knowledge and belief.

**Regards,**

Sharon Mathew KM

**Sd/-**