

SACHIN SATHEESH



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📍 Dubai, United Arab Emirates

🚀 SKILLS

- Cash handling and mathematics
- Computer knowledge and training
- Customer service and marketing
- Sales and cross selling
- Written and verbal communication
- Multi tasking abilities
- Internal controls
- Organization and supervision
- Data entry and typing speed

📖 LANGUAGES

- English
- Malayalam
- Hindi

🎯 OBJECTIVE

Successful at multitasking in fast-paced financial environments to handle customer transactions and clerical needs in banking industry. Good communication, organizational, confident in any work given by top level management and project management abilities.

💼 EXPERIENCE

Assistant Manager

11 September 2019 - 30 September 2023

HDFC Bank Limited

- Branch Cash handling and Operational Works
- Cross selling of banking Products to customers
- Handling Portfolio customers
- Resolving customer queries and create new business leads and new references
- Maintaining good relationship with customers

Officer

10 May 2018 - 10 November 2018

L & T Micro Finance

- Group Loan Sales and Customer services
- Monthly Loan Installment Collection
- Monthly Group Loan Disbursement

🎓 EDUCATION

* **Bachelor of Commerce with Computer Applications**

2012 - 2015

Marthoma college of science and technology, Ayur, kollam, Kerala

60%

* **Commerce with Computer Applications**

2009 - 2012

Government higher secondary school, Punalur, Kollam, Kerala

60%

🏆 ACHIEVEMENTS & AWARDS

- Achieve the "Star Excellence Award" continuously in the financial year 2020.
- Achieve the Life Insurance Award "Jallikettu" in the financial year 2021.
- Achieve the "South Kerala Legends Award" (CASA, Life insurance, Gold loan, Fixed Deposit) in the financial year 2023.

👤 PERSONAL DETAILS

- Date of Birth : 25 July 1994
- Nationality : India
- Visa status : Visit Visa