



# SACHIN SATHEESH

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## 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

- HDFC Bank Limited** 11 September 2019 - 30 September 2023  
Assistant Manager
  - Handling branch cash transactions
  - Accurate and timely cash collection, varification, sorting and reconciliation
  - Assisting branch operational works
  - Cross selling of banking Products to customers
  - Handling Portfolio customers
  - Resolving customer queries and create new business leads
  - Maintaining good relationship with customers
  - Customer KYC collection and updation
- L & T Micro Finance** 10 May 2018 - 10 November 2018  
Officer
  - Group Loan Sales and Customer services
  - Monthly group Loan Installment collection
  - Monthly Group Loan Disbursement

## Education

- Marthoma college of science and technology, Ayur, kollam, Kerala** 2012 - 2015  
\* Bachelor of Commerce with Computer Applications  
60%
- Government higher secondary school, Punalur, Kollam, Kerala** 2009 - 2012  
\* Commerce with Computer Applications  
60%

## 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

## 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.

## Languages

- English
- Malayalam
- Hindi

## PERSONAL DETAILS

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