



SAJITH A S

BANKING OFFICER & OFFICE ADMIN

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LINKS

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<https://www.facebook.com/sajith.naranippuzha>

PROFESSIONAL SUMMARY

Goal-focused 'BANKING OFFICER' with Proficiency in Gold Loan, Banking Operations, Accounts Assistant & Customer Service. Offering 5+ years of experience; handling banking for 2 locations & Jewellery Sales for 1 location. Processed cash handling, financial analysis, payroll, budgets reports, journals, expenditures and payments. Seeking mid level assignments in accounts & finance organization, where i can gain more knowledge , exposure , prove my skills & abilities and contribute my best towards the growth of the company there by advancing my career.

SKILLS

- Gold Loan Appraisal.
- Banking Operations Management .
- IPOS Retail Management (Accounts, Inventory, Billing.....)
- MS Office (Excel, Word, PowerPoint, Access, Outlook....)
- Computer Fundamentals & Familiarising Devices.
- Customer Services & Communication skills.
- Cash Management.
- Compliance Management.
- Problem solving & Decision making skills.
- Teamwork Mentality.

WORK HISTORY

BRANCH BANKING OFFICER 07/2021 TO 07/2023

ESAF BANK | MALAPPURAM-INDIA

- Completed daily cash functions like account tracking, payroll and cash, banking reconciliations.
- Reconciled accounts and reviewed expense data, net worth.
- Operated cash register for cash, check, and credit card transactions with excellent accuracy levels.
- Counted money in cash drawers at beginning and end of shifts to maintain accuracy.
- Responded to customer requests for products, services, and company information.
- Collecting deposits from business account holders to manage cash flow.
- Selling of banks and third -party products to new customers.
- Conducting marketing activities and travelling locally to meet new customers as a daily activity.
- Ensuring transactions are completed in an efficient manner with a high level of accuracy.

WORK HISTORY

OPERATIONS EXECUTIVE

07/2019 TO 10/2020

SML FINANCE LTD | MALAPPURAM-INDIA

- Collaborate and communicate cross functionally for process improvement and operational support.
- Maintained detailed financial records of accounts receivable and payable status and bank reconciliations.
- Checked general ledger entries to increase accuracy, prevent significant errors and identify adjustments.
- Maintained accurate and complete documentation to facilitate accounting and filing functions.
- Facilitated month-end and year-end closing processed to support accuracy and completeness of financial reports.
- Monitor merchant settlements which include processing daily merchant settlement.
- Responsible for managing resources to ensure that they are used efficiently to meet production targets.

JUNIOR SALES EXECUTIVE

06/2017 TO 03/2019

MALABAR GOLD AND DIAMOND | MALAPPURAM-INDIA

- Presenting and selling of products/services using well - mannered communication skills to existing and prospective customers.
- Establish, develop and maintain positive business and customer relationships.
- Coordinate sales effort with team members and other departments. Upselling, Cross Selling to the potential customers.
- Handling and resolving customer problems and complaints to maximize satisfaction.
- Receive the customer and engage with the customer to understand the customer's requirement.
- Conducting market research to identify selling possibilities and evaluate customer needs.
- Billing Accuracy

EDUCATION

BA MASS COMMUNICATION | UNIVERSITY OF CALICUT | 2016

DIPLOMA IN OFFICE SECRETARY/PRO TRAINING
AALOK INFORMATION TECHNOLOGY | KERALA- 2012

PLUS TWO - GHSS KOKKUR | KERALA -2012

SSLC - PCNGHSS, MOOKKUTHALA | KERALA - 2010

ADDITIONAL INFORMATION

PERSONAL DETAILS

- NATIONALITY : INDIAN
- DATE OF BIRTH : 25-12-1994
- PASSPORT NO : R0175942
- MARITAL STATUS : UNMARRIED

PERMANENT ADDRESS

PADINJAREPURAKKAL(HO)
NARANIPUZHA , PIDAVANOOR.PO
MALAPPURAM , KERALA - 679574

LANGUAGES

- MALAYALAM :NATIVE LANGUAGE
- ENGLISH : ADVANCED
- HINDI: UPPER INTERMEDIATE
- TAMIL : INTERMEDIATE
- ARABIC: BEGINNER