

SUMOD SUBRAMANIAN

SUMMARY

Over 13 years and 4 months of comprehensive and increasingly responsible staff and management experience in multiple areas – Sales, Customer Relationship Management, Administration and Banking. Proven ability to lead seamless implementations and deliver solutions improving revenues and workplace productivity. Self motivated with the ability to work under pressure in an International and culturally diverse organization.

CONTACT

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☎ 91 7902650428

📍 Palakkad

LANGUAGES

English

Hindi

Malayalam

Kannada

Tamil

SKILLS

Customer Relationship

Sales

Banking

MS Office

EXPERIENCE

Deputy Manager

HDFC Bank Ltd *Jun 2016 - Jun 2020*

- Responsible for cash and customer transactions.
- Handling the Banking System.
- MIS reporting and Daily suspense monitoring.
- To promote Fee income products such as Life insurance, Mutual Funds and Gold Coins.
- Routine Processes checking as per circular processes.
- To answer confidently or find appropriate solutions to customers' problems.

Asst. Manager Sales

Choice Constructions *Apr 2012 - May 2016*

- Managing a team of five sales representative.
- Initiated the sale of property utilizing various marketing and advertising methods.
- Delivered convincing oral sales presentations to potential clients and investors.

Asst. Admin Manager

Indian School, Fujairah, UAE

May 2011 - Mar 2012

- Planning school events and facility management.
- Counseling student with respect to future academic planning.
- Making sure that all rules and regulations are followed in the school.
- Ensure all the safety measures are strictly followed in school.

Sr. Process Executive

Accenture India Services Pvt Ltd, Bangalore

Feb 2006 - Apr 2011

- Responsible for associate's claims for Motor Insurance, Medical Bills, and Home Insurance and Inactive claims.

EDUCATION

Bachelor of Commerce

VTB College, Sreekrishnapuram

Jun 2001 - Jun 2005