



# ARUN KUMAR C

BRANCH RELATIONSHIP MANAGER

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Kerala, India

R4640379, Indian



## PROFESSIONAL SUMMARY

To be part of an organization by using the learning ability. Having good presentation skills with leadership qualities and analytical power. To pursue a challenging career where creativity appreciated and master of international where one will able to learn continuously and grow consistently adding value to organization through the capabilities and skills. Looking for a better organization to exhibit my career excellence and to gain growth through learning.

## WORK EXPERIENCE

### BRANCH RELATIONSHIP MANAGER

MUTHOOT MICROFIN LIMITED, KERALA | 04/2024 - Present

- Supports the branch strong relationship and sales through ongoing customer contact, Quality customer's service and superior product knowledge.
- Focused on applying knowledge of financial products and investment packages to offer to existing and new customers.
- Collecting all receivables and recording ( manual & computerised )
- Implementation of innovative sales technique to increase customers

### BRANCH CREDIT MANAGER

MUTHOOT MICROFIN LIMITED, KERALA | 04/2023 - 03/2024

- Managed all loan and credit requests and made approval decisions.
- Maintained a database of all borrowers in accordance with bank standards.
- Ensured all credit and loan standards were applied.
- Prepared and disbursed loan commitment letters.

### ASSISTANT BRANCH RELATIONSHIP MANAGER

MUTHOOT MICROFIN LIMITED, KERALA | 11/2022 - 03/2023

- Identify needed clients to increase sales and revenue.
- Knowledge of financial and credit products.
- Attend sector meeting and other meetings called by management as a matter of priority.

### RELATIONSHIP OFFICER

MUTHOOT MICROFIN LIMITED, KERALA | 11/2019 - 11/2022

- Keeping better relationship with customers
- Collecting payments due from customers
- Collecting all receivables and recording ( manual & computerised )
- Implementation of innovative sales technique to increase customers

### SITE SUPERVISOR

ARAISE CONSTRUCTION, KOLLAM | 2017 - 2019

- Supervised daily operations of construction site to ensure quality assurance.
- Monitored job progress, made adjustments as needed and reported progress to management.

## ACADEMIC CREDENTIAL

DIPLOMA IN DRAFTMAN CIVIL  
SINDHU PVT ITI ADOOR, KERALA | 2016

HIGHER SECONDARY EDUCATION  
KERALA BOARD OF HIGHER SECONDARY EDUCATION | 2014

HIGH SCHOOL EDUCATION-SSLC  
BOARD OF PUBLIC EXAMINATION | 2012

## COMPUTER PROFICIENCY

- ✓ MS Office<sup>360</sup>
- AutoCAD 2D, 3D, 3D Max
- ✓ Basic computer operation

## COMPETENCIES

- ✓ Ability to multi-task & team player
- ✓ Decision Skills
- ✓ Organizational Skills
- ✓ Proficiency in time management
- ✓ Ability to organize manage multiple priorities
- ✓ Work under any pressure
- ✓ Problem solving skills
- ✓ Attention to all details.

## LANGUAGES

- ✓ English
- ✓ Hindi
- ✓ Tamil
- ✓ Malayalam

## DECLARATION

"I here declare that the contents of my resume are accurate to the best of my knowledge and verify their authenticity"

Arun Kumar C