

ANAND M S



Contact Information

- 📍 Al Karama, Dubai, UAE
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- ✉ anandhmurali07@gmail.com

Skills

- Good communication skills, able To Converse clearly with other Team Members.
- Cash handling experience
- Proactive team member and able Multi-task
- Friendly and positive attitude
- Ability to make change
- Attention to detail

Personal Details

- Nationality : Indian
- Gender : Male
- Marital Status : Married
- Language known: English
Hindi, Malayalam & Tamil

Passport & visa details

- Passport no : X6427718
- Date Of Issue : 16/02/2023
- Date Of Expiry : 15/02/2033
- Visa Status : Visit visa

Computer skills

- MS Office & Internet Operations
- DTP English
- Medical transcription

SUMMARY

A Self-motivated person with a positive attitude towards accepting career development challenges and takes initiative to be a good and flexible team Player, also like to be a part of reputed corporate that offers a chance to exercise my skills and professional growth with the growth with the growth of the company.

WORK EXPERIENCE

- ❖ Worked with Finserv IND as a Credit & Operation Manager, India Since Oct 2021 to June 2023
- ❖ Worked with Bajaj Finance Ltd as a Credit & Operation Assistant Manager, India Since Sep 2015 to Aug 2021

Duties & Responsibilities

- Knowledge at handling day to day sales activities in co-ordination with internal / external departments for smooth business operations.
- Organizing Promotional activities with the help of Team Members.
- Handling customer queries – effectively solving the queries of customers (Walk-in / telephonic) and assisting them and take necessary procedures.
- Processing and Disbursing Loan against Property, Home Loan and Business Loan files.
- Maintaining and updating daily MIS and preparing reports.
- Ensuring proper disbursements – after sanctioning of the loan, coordinating with the credit, sales team and customer for disbursement.

PREVIOUS WORK EXPERIENCE

- ❖ Worked with Indiabulls Housing Finance Ltd as an Office Operation Officer, India Since July 2014 to Sep 2015
- ❖ Worked with Axis Securities as an Operation Executive, India Since Sep 2013 to June 2014
- ❖ Worked with Q Hotels Norton Park as a Banquet Porter /Room Attender, Winchester, U. K Since Oct 2010 to Oct 2011
- ❖ Worked with Palm Deck hotels Male as an Outlet Cashier, Republic Of Maldives Since Oct 2008 to Jan 2010

EDUCATIONAL QUALIFICATION

- ✓ Bachelor of Commerce.
- ✓ Diploma in Hotel management

DECLARATION

I hereby declare that the particulars furnished above are true to the Best of my Knowledge and belief.

ANAND M S