



## VIKAS SWAMINATHAN

ASSISTANT MANAGER



### CONTACT



#### Phone

0524220966



#### Email

vikaspk0i@gmail.com



#### Current Location

Al Karama , Dubai



<https://www.linkedin.com/in/vikas-swaminathan-05573b202>



Visa Status : Visit visa



### SKILLS

- Excellent Communication
- Interpersonal skills
- problem solving
- Customer Service Excellence
- Team Leadership
- Analytical skills
- Risk Mitigation
- Sales & Marketing Strategies
- Financial Management
- Regulatory Compliance
- Staff Training & Development
- Loan Processing Expertise
- Cross-selling Initiatives
- Performance Evaluation
- Relationship Building
- Client Retention Strategies
- Reporting & Analysis
- Productivity Enhancement
- Decision-making Abilities
- Policy Implementation



### JOB PROFILE

Dedicated and results-driven Assistant Manager with over two years of experience in banking operations and a solid foundation in financial management and customer service. Possessing an MBA and a proven track record in strategic planning, team leadership, and relationship building, I am eager to leverage my skills and experience in a dynamic organization. Committed to driving excellence and achieving organizational goals, I seek a challenging role that offers opportunities for growth and development in the financial sector.



### EDUCATION



#### MASTER OF BUSINESS ADMINISTRATION IN FINANCE AND MARKETING

University of Calicut  
2022



#### BACHELOR OF BUSINESS ADMINISTRATION IN FINANCE

University of Calicut  
2020



### WORK EXPERIENCE

#### ASSISTANT MANAGER

ICICI BANK | KERALA , INDIA  
FROM FEBRUARY 2022 TO MAY 2024

- Oversee all aspects of financial operations, including month-end processes
- Assist in developing and implementing customer service strategies
- Contribute to the implementation of risk management policies and procedures.
- Participate in cross-functional teams to improve operational efficiency.
- Assist in the planning and execution of marketing campaigns and promotions.
- Analyze financial data and prepare reports for management review.
- Monitor operational performance metrics and identify areas for improvement.
- Led a team and consistently delivered timely Management Information System (MIS) reports
- Ensure compliance with regulatory requirements and internal policies
- Analyze performance metrics to identify trends and opportunities for improvement.
- Demonstrated commitment to delivering exceptional service quality
- Provide leadership and guidance to branch staff in the absence of the area operation manager.
- Assist in the evaluation of loan applications and creditworthiness assessments



## COMPUTER SKILLS

- MS Word
- MS Excel



## LANGUAGE

English	Fluent
Tamil	Fluent
Malayalam	Fluent



## PERSONAL DETAILS

- Nationality : Indian
- Marital Status : Single
- Date of Birth : 08/06/1999
- Passport No. : X6461799
- Passport Expiry : 02/03/2033



## DECLARATION

I hereby declare that the above mentioned statement is correct and true to the best of my knowledge and belief.

**VIKAS SWAMINATHAN**