



JESTIN JOSE

BBA FINANCE

Three Years' Experience

Contact Info

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Personal Info

Date of Birth: 15/01/1999
Nationality: Indian
Marital Status: Unmarried
Passport Number: V6171719
Passport Expiry: 09/01/2032

Languages

- English
- Malayalam
- Hindi
- Tamil

Interests

- Art
- Music
- Travelling
- sports

Awards

- Cricket tournament
- National Service Scheme
- Junior Red Cross

Profile Summary

Looking forward for a challenging career that will provide me ample opportunities to grow and to perform any organizational task. Dedicated and self-motivated personality possessing excellent analytical, problem solving, communication, leadership, decision, making, supervision, interpersonal and administration skills.

Professional Highlights

- Having 3+ years of competitive experience in the industry related experience in Banking, Administration, Sales and Backoffice.
- Experience of using Microsoft office and windows.
- Good work ethics with excellent communication and interpersonal skills.
- Excellent Motivational, Leadership skills in a fast-paced environment Capable to delve into the new leading Technologies and ability to work well in both a team environment and individual environment.
- Having the knowledge of Administration and Finance.
- PC literate with good system navigation skills.

Work Experience

ICICI BANK LTD (2022 - 2023)

❖ Sales Counselor (2023 June – 2023 Oct)

- Selling products through cold calls and direct meet.
- preparing loan applications, evaluating clients' financial information and provide product knowledge to the customers.
- Selling Cards to eligible clients of Credit Cards basis their pre-approved eligibility.
- Ensure quality customer service is delivered.
- Handling client queries or card-related issues raised to branches and other channels.
- Ensure customer satisfaction through regular engagement.
- Build and maintain relationship with clients.

ICICI BANK LTD (2022 - 2023)

❖ **Credit Processing Associate** (2022 AUG – 2023 May)

- Evaluating credit proposals.
- Assess client financial status and credit worthiness.
- Analysing financial data & documentation.
- Forward the proposal for further process.

HOMESKUL PVT LTD (2021 - 2022)

❖ **Academic coordinator** (2022 Feb – 2022 July)

- Assist and manage comprehensive organisational strategies
- Coordinate various faculty researches and maintain database.
- Helping oversee the successful completion of projects and events.

❖ **Content Associate** (2021 Mar – 2022 Feb)

- Desktop Publishing.
- Converting or creating the material as Excel, word, PPT etc..
- Performs duties such as analyzing, keying, converting, coding, copy reading, editing, merging, rendering, loading, or validation of data

Education Details

❖ **Bangalore University**

Bachelor of Business Administration (2016 – 2019)

Graduated from RR College Bangalore Major: Finance
CGPA: 6.1

❖ **Kerala Higher Secondary Education Board**

Commerce With Computer Applications (2014 – 2016)

Pass out from G.H.S.S Konni by scoring of 70% mark's

❖ **Kerala State Education Board**

10th Class (2013-2014)

Pass out from St.George H.S Oottupara by scoring of 87% mark's

Additional Course Attended

❖ **Airport Management & Operations**

Successfully completed the course conducted by Athena training academy (An IATA authorized training center).

❖ **Ms office**

❖ **Operating system windows**

Key Skills

- Excellent verbal & written communication
- Leadership
- Time management
- Interpersonal skill
- Creative thinking
- Planning and organizing
- Team work
- Ms office

Achievements

- Successfully thrived on challenges and maintained high level of excellence standards.
- Consistently demonstrated resourcefulness and initiative in support of management with flexibility in working well in cross-functional teams.
- Displayed abilities in handling problems and in dealing with difficult challenges.
- Demonstrated excellent skills in dealing with various people and consistently showed respect to various cultures.
- Recognized as a quick learner and can easily adopt to company processes.
- Increased the loyalty or satisfaction of existing customers.

Declaration

I hereby certify that the above information is true and correct to the best of my knowledge and ability.

Jestin Jose