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Vallachirakkaran House
Near Health centre, Rose valley
Madakkathara P O,
Thrissur, Kerala, India
Pin 680651

PERSONAL PROFILE

Fathers Name : Joju
Date of Birth : 30-08-1998
Nationality : Indian
Gender : Male
Marital Status : Single

PASSPORT DETAILS

Passport No : R4917816
Date of Issue : 10/10/2017
Date of Expiry : 09/10/2027
Place of Issue : Cochin

UAE VISA DETAILS

Entry permit No : 201/2023/11400949364
Date of Issue : 09-06-2023
Date of Expiry : 07-08-2023
UID No : 235406526

GODWIN JOJU

CAREER OBJECTIVE

Seeking for a responsible post with growing opportunities in a reputed organization where my skills and knowledge would be utilized and enhanced by a continuous process of learning.

EDUCATIONAL QUALIFICATION

- Bachelors Degree in Mathematics** **2016-2019**
St.Thomas College Thrissur, Kerala,India
- NEBOSH , IOSH** **2022**
HSEI, Ernakulum, Kerala, India
- Higher secondary** **2014-2016**
St.Aloysius H S S, Elthuruth, Thrissur, Kerala, India
- SSLC** **2014**
CMS H S S, Thrissur, Kerala, India

COMPUTER SKILLS

- DIPLOMA IN SAP-FICO from G-Tec Institute.
- Certification in TALLY, GST, GCC VAT.

SKILLS SUMMARY

- Hardworking
- Adaptability
- Spreadsheet Proficiency
- Interpersonal Communication
- Critical thinking
- High proficiency in Microsoft Office
- Leadership Quality

LANGUAGES KNOWN

- English
- Hindi
- Malayalam
- Tamil

HOBBIES

- Reading
- Trading
- Quiz

WORK EXPERIENCE

OFFICER - BANKING

ESAF SMALL FINANCE BANK

09/2022 -04/2023, THRISSUR , KERALA

Managing client bank accounts, including opening and closing accounts, and overseeing transactions. Processing deposits, payments, and withdrawals. Authorizing and evaluating overdrafts and loans. Recommending and explaining banking services and products to clients based on their needs. Presenting and cross-selling banking services and products to existing and prospective clients..Resolving client queries and complaints. Performing administrative and clerical duties, such as data entry and filing, when necessary.

SENIOR EXECUTIVE BILLING

MYG

2021 - 2022,

Keep track of transactions, Auditing and Analyzing financial Performance, Preparing presentations, Creating periodic reports, Updating company records, Solving customer issues, Assisting Manager in his absence.

OFFICE ASSISTANT

V.S.V COMBINES

2019-2021,

Answering and directing phone calls

Scheduling appointments and meetings for other employees

Managing office supplies

Responding to customer queries

Greeting and receiving visitors

Helping manage the office correspondence

Performing general clerical and administrative tasks

DECLARATION

I am confident that I can add value to the organisation and, would be grateful if presented the opportunity to discuss how my skills and expertise could contribute to the success of the organisation.

Thank you for taking your time to review my profile.