



SUJITH KUMAR.M

CAREER OBJECTIVE

To start my career by joining a well settled and highly professional organization and grab good career advancement through large efforts and innovative work.

WORK HISTORY

DST (PERSONAL LOAN) at SOUTH INDIAN BANK LTD (JULY 17. 2023- JAN 15.2024)

➤ **Responsibilities:**

- Visiting Govt. offices and reputed institutions clients to generate leads for promote products and services.
- Answering client questions about loans details like eligibility interest rates and documents required for applying loans
- Preparing daily, weekly and monthly reports.
- Understanding and promoting banking products.
- Preparing and submitting sales applications for loan disbursement

Marketing officer (PERSONAL LOAN) at Indusind Bank ltd (oct 25, 2019- mar 24. 2023)

➤ **Responsibilities:**

- Evaluate credit worthiness by processing loan applications and documentation within specific limits
- Prepare daily reports and communicate various customers related to the loan and clarify doubts.
- Co-ordinating collection agents and reviewing them daily.
- Done Motor insurance at low discounts.
- Respond to applicants questions and resolve any loan related issues.

Management Trainee (marketing) at The Kerala Mineral And Metals Ltd, chavara (Sep 25, 2017- Mar 26, 2019)

➤ **Responsibilities:**

- Assisted in export of product via export document preparation, self sealing documents, e-way bill under GST, filing in customs portal
- Customer relationship management
- Sales order canvassing for Mgcl2 product
- Supporting sales team to achieving sales targets (monthly. Quarterly and annually)
- Preparation and presentation of various MIS reports
- Monitoring of documentation process
- Calculation of loyalty discounts

CONTACT

971- 562798100

sujithkannan93@gmail.com

PERSONAL SKILLS:

- Team Player
- Management skill
- Hard Working
- Quick learner
- Problem solving skill

PERSONAL DATA:

DOB: 25-12-1993

Gender: Male

Nationality: Indian

Marital status: single

Passport details

Passport No: P1194307

Date of issue: 14/10/2016

Date of expiry: 13/10/2026

Visa status: visiting visa

Visa expiry: 07/03/2024

LANGUAGES KNOWN:

English, Hindi, Malayalam

REFERENCE

Available upon request

- Compile and upload sales order into system on schedule
- Prepare dispatch note invoices for immediate dispatch of pigment
- Ensure delivery of product in schedule

**Accountant cum Audit assistant in M/S Jose Maruthathu & Co.
Chartered Accountants, Pathanamthitta, (feb.1, 2017-sep.1, 2017)**

- **Responsibilities:**

- Checking vouchers with books of accounts
- Posting checking with Journal and Ledger.
- Clarifying doubts with clients.
- Entering entries in tally according to books of accounts and vouchers.
- Preparation of Trial Balance, Profit and Loss Account, Balance sheet and Income & expenditure Account and Receipt & Payments Account.
- Verifying Physical Stock with stock Statement of clients.
- Preparing cash book, journal and ledger manually.
- Checking Sales and Purchases with book of accounts with tax return filled.
- Informing clients about the tax dues.
- Giving advices to the clients to maintain books of accounts in a systematic manner.

PROJECTS

- Project Study on the Topic of "Working Capital Management" at Milma Dairy Pathanamthitta
- 'Organization Study' at POABS Group, Thiruvalla for a period of 15 days

ACADEMIC QUALIFICATIONS

Course	Board / University	Year of Passing
MBA	Mahatma Gandhi University	2016
B.COM	Mahatma Gandhi University	2014
XII	Higher Secondary Board	2011
SSLC	General Education Department	2009

COMPUTER EXPOSURE

Computer Tally ERP9, MS Office Application – Word, Advanced Excel and Power point.

DECLARATION

I hereby declare that all the information furnished above is true to the best of my knowledge and belief.

SUJITH KUMAR. M