





VAISAKH K S

Administrative Professional | Specializing in Office Coordination and Client Support

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PROFILE SUMMARY

Detail-oriented administrative professional with over 5 years of experience supporting office operations in banking and finance sectors. Skilled in managing schedules, coordinating logistics, maintaining databases, handling documentation, and ensuring timely execution of tasks (TAT). Known for delivering excellent internal and external client support while enhancing team productivity.

PROFESSIONAL EXPERIENCE

- Axis Bank, Kerala, India

Senior Relationship Officer | Sep 2024 – Present

- Managed client documentation, appointment scheduling, and daily operational coordination.
- Ensured timely resolution of client queries and back-office support to streamline sales functions.
- Maintained accurate records for sales leads and compliance reports.

- Ujjivan Small Finance Bank, Kerala, India

Loan Officer – DM-II | Aug 2023 – Aug 2024

- Handled administrative aspects of customer onboarding and loan processing.
- Maintained customer records and updated internal systems to ensure data accuracy.
- Collaborated with internal teams to meet monthly processing TAT goals.

- Muthoot Housing Finance, Kerala, India

Relationship Manager | Feb 2023 – Aug 2023

- Oversaw client correspondence, data entry, and coordination with internal departments.
- Prepared reports and presentations for management meetings.

- Mahindra Home Finance, Kerala, India

Customer Manager | Mar 2019 – Jan 2022

- Maintained detailed records of client interactions and loan servicing documentation.
- Contributed to back-end support during loan disbursement and collection phases.
- Recognized for exceeding targets through streamlined administrative processes.

EDUCATION

Diploma in Corporate Accounts — Kerala, India

Aug 2017 – Dec 2018

Includes training in SAP, Tally ERP, and MS Office.

Bachelor's in Finance and Taxation — Kerala, India

July 2014 – Sep 2017

SKILLS

- Administrative Coordination
- Schedule Management
- Data Entry & Database Maintenance
- Office Tools: Tally ERP, MS Office
- Client Support & Documentation
- Time-sensitive Task Execution (TAT)

ACHIEVEMENTS

- Two-time JFM Target Winner at Mahindra Home Finance (140% of Year-End Targets)
- Performer of the Month at Ujjivan Small Finance Bank (multiple months)