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|  **RESUME**  **JAYESH E K** Elampulakkattu Kalarikkal House Pazhur Post, Kuttippuram Malappuram District Kerala-679571 Mob: **+91 95394 74685** E-mail: **jayeshunni.ek@gmail.com, jayeshnarikkulam@gmail.com** **Objective**  |
| I look forward to pursuing a career where I can devote my skills and knowledge for the fulfillment of the goals, vision and success of the company while providing me wider exposure and opportunity to learn. **Work experience**  |
| Dynamic Office Administrator with 7+ years experience in procurement, marketing and sales environments. Expertise in supporting efficient, profitable office operations. Knowledgeable in Microsoft Office Software and able to quickly learn office systems. Motivated, reliable and organized with a superior ethic. **Organization : ESAF Small Finance Bank** **Period of employment : November 2020 – February 2022****Designation : Senior Officer** **Organization : Precious Trading and Contracting W.L.L** **Period of employment : December 2016 – March 2020** **Designation : Admin Assistant** **Organization : Milma (MRCMPU) – Palakkad Unit** **Period of employment : April 2015 - July 2016** **Designation : Junior Supervisor** **Organization : IndusInd Bank Marketing and Financial Services Pvt. Ltd.** **Period of employment : June 2012 - August 2013** **Designation : Refinance MO (Marketing Officer)** **Skill Set**  |
|  Positive attitude, commitment to work, sincerity and punctuality  Ability to blend into and lead a team  Desire for innovation and continues to learn  Ready to take the responsibility **Educational Qualifications**  |
| 2013-2014 : **HDC And BM** (PG Diploma)- Higher Diploma in Co-operation and Business Management from Co-operative Training College Tirur, Malappuram, Kerala.  2008-2011 : **B.A English Language and Literature** under Calicut University, Kerala  2006-2008 : **VHSE** from Kelappaji Memorial Govt. Vocational Higher Secondary School, Tavanur, Malappuram, Kerala  2006 : **SSLC** from Govt. Higher Secondary School, Kuttippuram, Malappuram, Kerala  |

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| **Technical Qualifications**  |
| **2007: DGIT** (Diploma in Graphic Designing and Information Technology) from G-TEC, Kuttippuram, Malappuram, Kerala **Computer/IT Skills:**  windows 98/ME/2000/XP/Vista  Microsoft Office 2010/XP(Word, Excel, PowerPoint, Outlook)  Adobe Photoshop, CorelDraw, Adobe Pagemaker, ISM Malayalam, Adobe Illustrator, Macromedia Flash. **Career Track** ➢ **November 2020 – February 2022 ESAF Small Finance Bank**ESAF Small Finance Bank (ESAF SFB) the new age social bank continues to redefine the banking experience to all the stakeholders. We primarily focus on expanding the banking horizon to new unbanked/underbanked areas, yet we stand as a bank for all with a presence in semi-urban, rural and rural unbanked areas. ESAF Small Finance Bank is forging ahead with an objective of “Fighting the Partiality of Prosperity” through strengthening the people at the bottom of the pyramid with a customer base of 4.3 million. The business model of the Organization combined the unique methodology of selecting and servicing customers at the front end with the technology, processes and disciplines of modern retail banking at the back end. We have had an excellent growth and consolidation phase in the past few years. As on 31st March 2021, we have more than 3300 employees.**Designation: Senior Officer - Sales** Branch Operation* Branch Banking
* Cashier

 ATM operation Support and coordinate branch business  Daily productivity and data verification Conduct customer meeting File and record-keeping  Monthly MIS preparation  Data Sheet preparation  |
| ➢ **December 2016 - March 2020 Precious Trading and Contracting W. L. L** **Precious Trading and Contracting W.L. L** is a pioneer business enterprise based in the State of Qatar and emerging to become one of the leading Electro-Mechanical, Trading and Building Material Supplier companies in Qatar. We offer complete electro-mechanical services, the supply of all kinds of building materials, soft services and promote a wide range of high-quality services and complete MEP turn key projects. **Designation: Admin Assistant**  Office Administration  Accounts Handling  Computer Operations  Invoice Preparation  Petty Cash Handling  Bill verification  File and record-keeping  Monthly MIS preparation  Data Sheet preparation ➢ **April 2015 - July 2016 Milma- Malabar Regional Co-operative Milk Producers Union (MRCMPU) Ltd.** The objective of the Union is to carry out activities conducive to the socio-economic development of the dairy farmers by effectively organizing procurement, processing and marketing of commodities as per the directions of the Kerala Co-operative Milk Marketing Federation Ltd. For achieving this objective, the Union lays particular emphasis on carrying out the following activities on a commercial scale 1. The entire volume of milk produced by the farmers is purchased at remunerative prices even in surplus situations.
2. Proper processing and packing of the products are carried out in the dairies owned by the Union to guarantee product quality to the consumer.
3. Proper marketing of milk and dairy products are carried out on a daily basis to guarantee consumer satisfaction and thus maximize economic returns for the farmer.

[www.malabarmilma.com](http://www.malabarmilma.com/) **Designation: Junior Supervisor (P&I)**  Office Administration  Computer Operations  Transportation bill verification  File and record-keeping  Supervise procurement of Milk  Verify books and accounts of the Societies  Provide guideline and solving the issue of Milk collecting societies and to the farmers   |

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|  ➢ **June 2012 - August 2013 IndusInd Marketing & Financial Services Pvt Ltd., Edappal**  **IndusInd Marketing and Financial Services Pvt. Ltd. (IMFS)** is a financial services company based out of No.115 & 116 G N Chetty Road T Nagar, Chennai, Tamil Nadu, India. IMFS is the service providers of IndusInd Bank. We offer a wide array of products and services for individuals and corporate including microfinance, personal loans, personal and & commercial vehicles loans, credit cards and SME loans. We are also a preferred banking partner for various Government entities, PSUs and large corporate. **Designation: Refinance MO (Marketing Officer)**  Office Administration  Providing all the information about the loan to the customers  Providing loan facilities to the customers  Solving all the issues of the customer  Guide the collection staff to collect the EMI.  Client Management  Loan Sales  Lead Generation  KYC verification (FI)  Team Management  **Languages Known**  |
| Malayalam, English, Hindi, Tamil.  **Personal information**  |
|  Name : Jayesh E K  Father’s Name : KrishnanKutty E K  Date of Birth : 29-10-1990  Gender : Male  Nationality : Indian  Marital Status : Married  **Declaration**  |
| I hereby declare that all above information are true and correct to the best of my knowledge and belief.   JAYESH E K  |