



# VISHNUDATHU A N

ASSISTANT MANAGER

## Info

### Address

Amayil House, P. O.  
Erayamkudy, Erayamkudy,  
Koratty (Via), Thrissur  
(District), Kerala , Thrissur,  
680308, India

### Phone

9495105828

### Email

a.n.v.dathu@gmail.com

### Date / Place of birth

19/04/1991  
Chalakyudy

### Driving license

64/748/2012

### Nationality

Indian

## Links

[LinkedIn](#)

## Skills

### Interpersonal and Presentation Skills

### Leadership Skills

### Analytical and Problem Solving Skills

IT Skills [ M.S. Office and  
Accounting Packages]

## Profile

MBA professional with specialization in HR and Marketing, a camaraderie member with an assertive mindset, looking to grab heap of opportunities in the competitive world with a total 5.6 years of experience in Banking and Services, Talent Management, Corporate Sales and Branding.

## Employment History

### Assistant Manager (Retail Banking Group), ICICI Bank Ltd.

Oct 2018      Bangalore

- Gain and retain customers by providing good customer service
- Generating reports, and managing cash levels
- To enforce banking regulations and oversee bank security measures
- Sell and Cross-sell banking products and services
- Provide account statement, Maintaining Registers and Raising Service Requests
- Deliverable's receiving and issuing, Safe guard of Keys and Lockers
- Ensure that the opening and closing procedures, (i.e. alarms, vault, ATM & Cash deposit Machine, night deposits, etc.)
- Timely response to customer service requests and administration activities
- Facilitates smooth banking experience and atmosphere
- Balances vaults, coins, foreign currencies, gold pawn, ATM, Cash Deposit Machines etc.
- Maintains monthly branch efficiency logs
- Oversees teller duties and assists line with customer transactions during peak periods
- Keeps staff informed of pertinent changes in operational policy and procedures
- Solving KYC issues, customer complaints, address and PAN updation
- Keep educating customer about new methods of banking and banking products
- Issue of Credit cards, Debit cards, Debit Pin, I-Kit
- Request for cash indents and cash remittance to currency chest team and Reports fraudulent and suspicious transactions

### HR Executive, Pinnacle Motors Works Pvt. Ltd.

Oct 2017 – Sep 2018      Thrissur

- Recruitment of talents, as and when required, based on the market research
- Maintain Payroll of the employees, with all statutory provisions

## Creative Skills

## Languages

English

Hindi

Malayalam

Tamil

- Execute timely Performance Appraisal and feedback on time
- Coordinate the Training and Development activities for the organization, based on Training Need Analysis
- Assisting in HR strategies
- Redress of employee grievances
- Managing the welfare activities and boosting HR talents
- Measuring employee absenteeism, attrition & retention of talents
- Preparing notices, memos and ads-postings in social sites

## Hobbies

Swimming Travelling Internet  
Surfing Listening Songs  
Playing Indoor and Outdoor  
Games & Sports

### HR Management Executive, VKC Group – Division II

Aug 2016 – Jan 2017      Calicut

#### Talent Acquisition:

- Estimation of the future manpower requirements
- Coordination of Selection process
- Maintaining of talent database
- Employee reference cross verification

#### Payroll & Performance Management:

- Employee muster roll management
- Leave management and adjusting pay
- Preparing Agendas and drafting minutes of meetings
- Drafting and dissemination of official documents

#### Talent Management:

- Handling cross cultural issues& grievances handling
- Conducting surveys related to HR Issues, Training and Welfare
- Assessment of performance feedback
- Execution of various statutory compliance

#### Training & Development

- Conducting Training Need Analysis
- Coordinating Training Need Assessment
- Coordination of Selection process
- Providing Orientation & Induction of newly joined candidates

#### Talent Termination

- Conducting Exit Interviews and feedback
- Issuing the relieving letter letter of experience and letter of services

- Measuring attrition& employee absenteeism
- Coordination of other statutory activities related to termination
- Verification of No due clearances, grievances handling, and feedbacks

## HR Management Trainee, Vedaceutics

Aug 2014 – Jul 2016      Sriperumbudur

### Recruitment

- Understanding manpower requirements
- Sourcing candidates for recruitment

### Administration

- Keep track of employee attendance, leaves and routine works

### Workforce Management

- Handling cross-cultural issues

### Exit Formalities

- Conducting exit interviews and taking constructive feedback

## Customer Care Executive, Reliance Communications

May 2011 – May 2012      Chalakudy

- Office automation
- Handling customer queries and complaints
- Sending daily and monthly reports to Branch Manager
- Maintaining customer leads in database
- Cash management and deposit in banks
- Converting suspect clients to potential customers
- Closing the sales

## Education

### Nehru College of Engineering and Research Centre, MBA in HR and Marketing

Jul 2012 – Jul 2014      Pampady, Thrissur

Affiliated to University of Calicut, 65%

### PROJECTS:

- A Study on Employee Satisfaction at Apollo Tyres Ltd., in 2012-2013
- A Comparative Study on Consumers' Perception & Attitude towards Branded and Non-branded Mobile Phone Chargers with Reference to M/s Salcomp Manufacturing India Pvt. Ltd., Sriperumbudur, Tamil Nadu in 2013-2014

### Achievements:

- Won consolidated prize in 3 days South Regional Youth Convention 2013 at Ramakrishna Mission Vidyalaya, Coimbatore on the theme, 'Young India, Arise!'

- won prize for second best market survey group in relation to 3 days Marketing Survey for The Economic Times (THE TIMES OF INDIA GROUP)

#### Industrial Visits

- Salcomp Manufacturing India Pvt. Ltd.
- NOKIA SEZ Sriperumbudur
- Apollo Tyres Limited, Kalamassery
- United Breweries (UB), Goa
- Goa Milk Dairy, Goa
- Augustan Textile Colours Limited, Kanjikode
- Nitta Gelatin India Limited (NGIL), Kathikudam
- Oushadhi, Thrissur
- Modern Bread (HUL), Edappilly
- Milma Chilling Plant, Muringoor
- Steel and Industrial Forgings Limited (SIFL), Athani
- Big Bazaar, Palakkad
- VKC Group Division II, Calicut

#### Nirmala College of Information Technology, BBA

Aug 2008 – Jul 2011 Chalakudy

Under Mahatma Gandhi [M.G.] University, 60%.

##### PROJECTS:

- A Study on the Effectiveness of Akshaya Computer Literacy Programme in Annamanada Grama Panchayath, in 2009-2010
- A Study on the Dealers Satisfaction of Kalyan Steel Industries, in 2010-2011

##### Achievements:

- 3rd Prize in Advertisement Development Programme, conducted at Nirmala College of Information Technology, Chalakudy, 2010-2011

#### U.H.S.S., H.S.E. /PLUS TWO

Jun 2006 – Mar 2008 Mambra, Thrissur

Under Board of Higher Secondary Examination, Kerala, 66%

#### U.H.S.S., S.S.L.C.

Jun 2005 – Mar 2006 Mambra, Thrissur

Under Board of Secondary Examination, Kerala, 64%

## Courses

Diploma in Indian and Foreign Accounting (DIFA) with International Association of Book-keepers (IAB), G-TEC

Jul 2011 – Jan 2012

IRDA Certification Insurance Institute of India

## References

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Anoop Vijayan

VKC Plastomers, Division II

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Bharath Viswan

Vedaceutics

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