

10.01.2022

Dear Sirs

**Sub: Application for job opportunity in your esteemed organization**

I take this opportunity to introduce myself Ligin Thomas, as an MBA Graduate from Marian International Institute of Management Kuttikkanam (M.G University), Kerala, India with five years plus experience in Finance, Marketing and Operations.

I am looking for an entry level opportunity which suits my qualification and experience where I will be given opportunity to learn and grow by my sincere and dedicated hard work.

I am a good coordinator and I am sure I can work well with a team. I am confident in my computer skills and have got hands on experience in computer systems and applications.

I am submitting my CV for your kind consideration. Given an opportunity, I am confident to meet your expectations positively contribute to the growth of the organization.

Looking forward for an opportunity to meet your good self and discuss further.

Thanking You

Yours faithfully,

Ligin Thomas



# LIGIN THOMAS

MASTER IN BUSINESS ADMINISTRATION WITH FIVE YEARS OF  
EXPERIENCE IN FINANCE, MARKETING AND OPERATIONS

Contact: [lijinthomas369@gmail.com](mailto:lijinthomas369@gmail.com), mobile: 91 9495872992.

## OBJECTIVE

To obtain an entry level assignment with a reputed organization where I will get opportunity to prove my skills and grow.

## SKILLS

Good interactive skills, adaptability and quick learner, ability to convert plans to action.

## EDUCATION

MASTER IN BUSINESS  
ADMINISTRATION- FINANCE  
& MARKETING.  
BACHELOR OF COMMERCE-  
96. COMPUTER COURSES

## PERSONAL

DOB- 13.12.1992

## CAREER OBJECTIVE

To excel in the field of corporate business by gradual learning and progressive growth and to be part of the success by my hard work, dedication and sincerity.

## EXPERIENCE

Since May 2021, working as **Marketing Executive in Surya Marketing Pvt Ltd, Cheruthony**. Surya marketing is into distribution business of several leading brands of mobiles and accessories in Idukki district, Kerala, India. Surya marketing is the wholesale distributors of mobiles and superstockists in Idukki

**Retail Sales and Service Officer at UNIMONI Exchange Oman (UAE Exchange)** for the period **2018 July – 2021 April**. Unimoni is a diversified global provider of financial solutions and services. Unimoni provides the seamless movement of money across geographies, currencies and channels via multiple customer touchpoints including retail stores, online and mobile solutions, and self-service kiosks. In Oman, Unimoni is the topmost, award-winning remittance brand that provides a broad spectrum of in-store money transfer and foreign currency exchange solutions for retail and corporate customers. Unimoni has more than 60 branches in Oman.

**Assistant Branch Manager at ESAF Microfinance and Investments Pvt Ltd.(ESAF Small finance Bank)** for the period **2015 July – 2017 October**. ESAF is one of the premier micro-finance company in India licensed by the Reserve Bank of India. ESAF has more than 175 branches and an annual turnover of around 3000 crores.

## ROLES AND RESPONSIBILITIES

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- In Unimoni, worked as cashier as well as branch in charge for the time period.
- Handling operations of the branch which includes foreign currency exchange and transferring money to various countries.
- Managing customers in branch and resolving the issues related with remittances.
- Maintain good relation with the customers by providing good service in branch.
- Tally and verify the daily cash before shutting down the branch after operations.
- Achieving the monthly targets by doing marketing activities and tele calling.
- In ESAF, Supervising operations of the branch which includes the normal functions of the business.
- Managing client relationships and resolving issues related to applications, loan disbursement and approvals.
- Supervising approval of loan proposals, and verifying documents as well as post sanction follow up and disbursal of loan.
- Monitoring and evaluating performance of existing and newly appointed team members.
- At Surya Marketing, I was responsible for coordinating the logistics for distribution, business development, dealer visits etc.
- I was also responsible for meeting the monthly targets and collection of funds from routes.

## PERSONAL INFORMATION

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Name	LIGIN THOMAS (Mr.)
Date of Birth	13/12/1992
Marital Status	SINGLE
Contact Address (Present)	MATTAKKARATHUNDIYIL(H) ALPARA PO KANJIKUZH IDUKKI, KERALA PIN: 685606
Contact Address (Permanent)	MATTAKKARATHUNDIYIL(H) ALPARA PO KANJIKUZH IDUKKI, KERALA PIN: 685606

Email address	<a href="mailto:lijinthomas369@gmail.com">lijinthomas369@gmail.com</a>
Contact number	+91 9495872992
Passport	P4098859 valid till 2026

## ACADEMIC INFORMATION

Qualification	Year	Board/University	Institution
MBA (FINANCE & MARKETING)	2013-15	M G University	MIIM, Kuttikkanam
BBA	2010-13	M G University	Mar Baselios College Adimaly
12TH	2008-10	HSE Kerala	St: George HSS Vazhathope

## INTERNSHIP AND PROJECTS

SL NO.	DESCRIPTION
1.	Project entitled "SECURITY ANALYSIS OF SELECTED SECURITIES IN BANKING, AND POWER SECTOR."
2.	Organization Study and Internship at Pentard Securities for one month duration starting from 1/05/2014 to 1/06/2014

## DECLARATION

I hereby to certify that the information provided by me is true and correct and I understand that providing false or misleading information will disqualify me from appointment, or if appointed, will render me liable to disciplinary action which could lead to dismissal.

LIGIN THOMAS

IDUKKI 10.01.2022