



# MUHAMMED ALISH. S. F

RELATIONSHIP OFFICER

## CONTACT

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Al Nahda - Dubai,  
United Arab Emirates

## COMPUTER PROFICIENCY

- M.S Office
- Tally. ERP9
- Adobe PageMaker
- Peachtree
- Quickbooks

## PERSONAL DETAILS

Father's Name : Shanavas Khan  
Date of Birth : 03-12-1993  
Gender : Male  
Blood Group : B +ve  
Visa Status : Valid UAE Visa

## LANGUAGES

Malayalam - Native  
English - Professional  
Hindi - Basic  
Tamil - Basic

muhammedalish

## PREVIOUS EDUCATION

Mahatma Gandhi University, Kottayam  
Bachelors of Business Administration | 2013-2016

Sreenikethan Central School, Kollam  
Central Board of Secondary Education

## WORK EXPERIENCE

### Relationship Officer

Axis Bank | Dec 2019 - January 2022

- Lead the Retail lending and payments credit card ETB affluent Department.
- Prepare and proactively execute sales plans by taking advantage of the marketing program.
- Set appointments, carry out sales call visits, and prospecting and early engagement with customers.
- Good knowledge of Investment Products and asset allocation.
- Full knowledge of banking and investment account opening processes and requirements.
- Ability to work as a team with local affiliated personnel to establish an effective acquisition channel.

### Accountant

We R Accountants and tax Practitioners,  
Kerala | May 2016 - Jan 2019

- Preparation and management of balance sheets and profit / loss statements.
- Report on the company's financial health and liquidity
- Ensure timely bank payments.
- Reconcile accounts payable and receivable.
- Handle monthly, quarterly and annual closings.
- Tracking payments to internal and external stakeholders.

## PROJECT

### Veekay Tea Company (P) Ltd

The project was based on the study of overall organization by collecting datas from all the departments.

- To find the out the trends and cost reduction and cost controlling techniques.
- Effective measures to reduce cost and wastage, thus increasing productivity.

## ACHIEVEMENTS

- Achieved the monthly targets several times and been congratulated by the superiors.
- Achieved assigned Client acquisition goals.
- Maintained 100% response rate for a month.
- Promoted new products and services launched by the company and improved revenue per customer.