

AKHIL C

✉ akhilc07@gmail.com

☎ +971-50-1459058

Dubai -UAE



OBJECTIVE

To secure an entry level position in the human resources industry where I can. Effectively. Use my interpersonal and communication skills for organization growths.

KEY SKILLS

- Tender Coordination
- Logistics Coordination
- Forecasting
- Quality analyst
- Documentation
- Talent Acquisition
- Negotiation skills
- Decision making
- Innovative
- Service-focused

PROFESSIONAL SUMMARY

AXIS BANK PVT LTD. KERALA -INDIA (2022 JULY - 2023 AUGUST)

Axis Bank Limited, formerly known as UTI Bank is India's third largest private sector bank by assets and fourth largest by Market capitalisation.

- Actively seeking potential clients, identifying and approaching businesses or individuals for banking services.
- Effectively presenting and explaining banking products and services.
- Negotiating terms and conditions with clients and finding mutually beneficial solutions to meet client requirements.
- Handling necessary paperwork for account opening and transactions.
- Assisting in the credit assessment process for loan applications and providing necessary information.
- Following up with clients to gather feedback and addressing concern and maintaining a positive client experience
- Compiling and presenting sales report to the management.
- Establishing and nurturing long term relationships with clients.
- Staying informed about updates in banking products, industry knowledge and participating in ongoing training to enhance sales skills.

HDB FINANCIAL SERVICES LTD. TAMILNADU -INDIA (2021 JANUARY - 2022 APRIL)

HDB Financial Services, a subsidiary company of HDFC Bank. It is India's largest private sector bank.

- Managing the hiring process and conducting interviews and selecting candidates.
- Resolving work place conflicts, issues and promoting a positive work environment.
- Identifying training needs and organizing training programs.
- Settings performance expectations and monitoring employee performance.
- Managing salary strictures and administrating employee benefits.
- Managing HR databases and software and keeping employee records accurate and up to date.
- Ensuring a safe work environment and implementing safety protocols
- Handling employee termination processes.

CERTIFICATIONS:

- Financial Accounting
- Analytics using Excel

PROJECT UNDERTAKEN:

A study on employee's welfare measures at KKR extractions Pvt Ltd Kerala, India

EDUCATION DETAILS:

MBA-HR & Logistics from Bharathiar University Tamil Nadu, India -2018-2020

COMPUTER SKILLS:

Application Software: MS Office, Excel, PowerPoint & Tally

LANGUAGES KNOWN: English, Hindi, Malayalam and Tamil.

PERSONAL DETAILS:

Visa Status : Visit Visa
Passport No : R0961483 valid up to 14/06/2027
Nationality : Indian
Father's Name : Chenthamarakshan.K
Date of Birth : 07/07/1995
Marital status : Single

DECLARATION:

I hereby declare that all the statements given above are true to my knowledge.

AKHIL C