



MANOJ M

Branch Manager

Highly organized and results-driven branch manager with 8 years of experience in the financial industry. demonstrated expertise in leading teams, managing operations, and driving business growth. seeking a challenging position as a branch manager to leverage my skills and contribute to the success of a reputable financial institution.

Contact

Phone
+971 52 858 4533

Email
manukmrm@gmail.com

Linked In
<https://www.linkedin.com/in/manukmrm/>

Location
The United Arab Emirates
Dubai

Certifications

- ADVANCED DOT NET TECHNOLOGIES
KERALA STATE ELECTRONICS
DEVELOPMENT CORPORATION – 2012
- DIPLOMA IN COMPUTER APPLICATIONS –
NSIC-TSC GOVT. OF INDIA – 2008

Skills

- Excellent communication skills
- Customer Service
- Customer Satisfaction
- Sales & Collection
- Computer Skills – MS Office
(Word, Excel, PowerPoint & Outlook)
- Staff Training
- Team Development
- Branch Operations Manager
- Leadership/Teamwork
- Time management/Self-motivation

Language

ENGLISH
MALAYALAM
HINDI
TAMIL

Experience

- 05/2023 – 01/2024
NEDSTAR CAPITAL INDIA PVT LTD
Branch Manager
 - SUCCESSFULLY MANAGED ALL ASPECTS OF BRANCH OPERATIONS, INCLUDING SALES, CUSTOMER SERVICE, TEAM LEADERSHIP, AND FINANCIAL PERFORMANCE.
 - FOSTERED A COLLABORATIVE WORK ENVIRONMENT, PROMOTING TEAMWORK, PROFESSIONAL DEVELOPMENT, AND EMPLOYEE ENGAGEMENT INITIATIVES.
 - CULTIVATED AND MAINTAINED STRONG RELATIONSHIPS WITH KEY CLIENTS, UNDERSTANDING THEIR FINANCIAL NEEDS AND PROVIDING TAILORED SOLUTIONS
- 10/2021 – 04/2023
THE CENTRAL FINANCIAL CREDIT AND INVESTMENT CO- OPERATIVE (INDIA) LTD
Branch Manager
 - MANAGING RESOURCES AND STAFF, DEVELOPING AND ATTAINING SALES GOALS, DELIVERING CUSTOMER SERVICE, AND GROWING THE LOCATION'S REVENUES. ☑
 - PLANS AND CONTROLS THE LIQUIDITY OF THE BRANCH; REPAYMENT OF LOANS. ☑
 - ENSURES THE INSTALMENT AND OPERATION OF FINANCIAL ACCOUNTING SYSTEM, PRODUCTION OF FINANCIAL ANALYSIS AND REPORTS, FOLLOWS UP CASH FLOWS AND HANDLING.
- 07/2016 – 07/2021
NEW OPPORTUNITY CONSULTANCY PRIVATE LTD
Branch Credit Manager
 - PREPARING FINAL ACCOUNTS MONTHLY
 - PREPARE BANK RECONCILIATION STATEMENTS FOR THE END OF THE MONTH
 - HANDLING OF PETTY CASH AND DAILY EXPENSES
 - PREPARATION AND MAKING ALL KIND OF VOUCHERS
 - PREPARATION OF ALL TYPE OF INVOICES
- 06/2012 – 12/2015
LEXAC SOLUTIONS PVT LTD
Software Developer
 - 3 YEARS OF EXPERIENCE IN DESIGN, DEVELOPMENT, IMPLEMENTATION OF SOFTWARE APPLICATION USING MICROSOFT TECHNOLOGIES
 - SOFTWARE DEVELOPMENT EXPERIENCE WITH MS BASED TECHNOLOGIES DATABASES AND C
 - DEVELOPED APPLICATION LOGIC USING C

Education

- MASTER OF BUSINESS ADMINISTRATION – 2014
 - INFORMATION SYSTEMBHARATHIAR UNIVERSITY
- BACHELOR OF COMPUTER APPLICATIONS – 2011
 - COMPUTER APPLICATIONBHARATHIAR UNIVERSITY