

# ANIL SAJAN

## CONTACT ME


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**Kerala, India**


## EDUCATION

**Pursuing MBA**
**Bharathiar University Coimbatore, Tamil Nadu, India**

**Bachelor of Commerce (B. Com)**
**Meerut, India**

**PLUS TWO**
**Board of Secondary Examination Kerala, India**

**SSLC**
**Board of public examination Kerala, India**

## SKILLS

- **Relationship management**
- **Business development**
- **Account management**
- **Sales**
- **Networking**
- **Strategic planning**
- **Financial services**
- **Risk management**
- **Problem-solving**

## CAREER SUMMARY


Experienced and dedicated professional with over 8+ years of diverse experience spanning roles such as In Charge Restaurant, Senior Relationship Officer, Assistant Relationship Manager, Senior Executive, and Administration Assistant. Proficient in managing operations, cultivating client relationships, and driving organizational growth across multiple sectors. Skilled in strategic planning, leadership, and team management, consistently achieving objectives and exceeding expectations. Possess a proven track record of success in implementing effective business strategies and delivering exceptional results. Seeking to leverage my extensive background and skills to contribute to the continued success and innovation of a forward-thinking organization. Committed to driving excellence, fostering collaboration, and making a meaningful impact on business outcomes.


## TECHNICAL SKILLS

| | | |
|---|---|---|
| **Management Skills** | **Organization Skill** | **Time Management** |
| **Customer Service** | **Problem-Solving** | **Supervision Skills** |
| **Communication Skill** | **Quality Control** | **Market Research** |

## EXPERIENCE

WORKING AS CLUSTER SALES MANAGING PNB METLIF WITH PARTNER ESAF BANK
POSITION: CLUSTER SALES MANAGER
(FROM 22 November 2024 onwards)
Duties & responsibilities

- Handling 3 cluster and 53 branches with 7 FLS
- Maintain ad relationship with bank staff
- Help them with the routine activities and service customers.
- Present the product in bank counter
- Fix the appointment with them
- Meet customer and close the insurance product if they are not interested in insurance take any other bank product.

17 January 2022 – 11 January 2023
**SENIOR RELATIONSIP OFFICER**
STAR UNION DAI-ICHI LIFE INSURANCE (ASSOCIATED WITH UNION BANK TAKING CARE OF 5 BRANCHES AT THRISSUR) Kerala, India

**Duties & Responsibilities**

- Demonstrate initiative and a results-oriented mindset, capable of independently managing tasks and achieving objectives efficiently
- Possess comprehensive knowledge of office management practices, ensuring smooth operation of administrative tasks and maximizing organizational efficiency.
- Maintain excellent relationships with superiors, peers, and subordinates, fostering a collaborative and supportive work environment conducive to success.
- Exhibit strong organizational skills, maintaining a well-structured approach to work to ensure tasks are completed accurately and on schedule.

## COMPUTER SKILLS

- **MS Word, MS Excel**
- **Access**
- **Outlook**

## PERSONAL INFO

**D O B** : **01/03/1991**

**Gender** : **Male**

**Nationality** : **Indian**

**Marital Status** : **Married**

**Address** : **Achayath House**
**Kottadi,**
**Korenchira,**
**Kizhakkencheri**
**Palakkad,**
**Kerala -678684**

## PASSPORT INFO

**Passport No** : **V6819712**

**Date of Issue** : **28/02/2022**

**Date of Expiry** : **27/02/2032**

**Place of Issue** : **Cochin**

## LICENSE DETAILS

**GCC Approved Driving License**

**License** : **Oman Driving**

**License No** **97034489**

**Date of Validity: 05/01/2026**

## LANGUAGES KNOWN

**English**

**Hindi**

**Tamil**

**Arabic**

**Malayalam**

- Work autonomously with a high level of self-motivation, demonstrating dedication, resilience, and a strong work ethic.
- Successfully oversee and manage teams, providing guidance, direction, and support to maximize team performance and achieve collective goals.
- Possess strong problem-solving skills, capable of identifying issues, analyzing root causes, and implementing effective solutions to overcome challenges.
- Build and maintain strong connections with existing and potential clients to drive revenue growth and enhance business profitability.

10 October 2019 – 15 January 2022

**ASSISTANT RELATIONSHIP MANAGER**

PNB METLIFE INDIA INSURANCE CO.LTD (ASSOCIATED WITH ESAF BANK, TAKING CARE OF 6 BRANCHES AT PALAKKAD LOCATION)

**Duties & Responsibilities**

- Serve as a liaison between clients and Relationship Managers, handling inquiries, resolving issues, and ensuring timely responses to client needs.
- Support Relationship Managers in managing client portfolios by conducting research, preparing reports, and monitoring account activity.
- Handle administrative duties such as scheduling meetings, organizing documents, and maintaining client databases to streamline operations.
- Assist in ensuring compliance with regulatory requirements by reviewing client documentation and transactions, and implementing necessary procedures.
- Cultivate strong relationships with clients through regular communication, demonstrating professionalism, and providing exceptional service to foster trust and loyalty.
- Assist in assessing and managing risks associated with client accounts by conducting risk assessments, monitoring account activities, and implementing risk mitigation strategies.
- Support in analyzing financial data and preparing reports to evaluate client portfolios, identify trends, and provide insights to enhance client outcom
- Stay updated on industry trends, regulations, and best practices through training sessions, workshops, and self-directed learning to enhance job performance and contribute to team success.

28 January 2018 – 20 October 2019

**SENIOR EXECUTIVE**

I PROCESS SERVICES INDIA PVT. LTD (ICICI BANK) PALAKKAD, KERALA, INDIA

**Duties & Responsibilities**

- Develop and execute strategic plans for marketing loans within the defined geographical area, ensuring alignment with company objectives and targets.
- Target new clients while maintaining relationships with existing ones, providing loans tailored to their needs and ensuring high satisfaction levels.
- Gather accurate and complete marketplace intelligence, analyzing trends and competitor activities to inform strategic decisions.
- Effectively communicate with clients, colleagues, and stakeholders, both verbally and in writing, ensuring clarity and understanding.
- Stay updated on loan products and options available, effectively communicating them to clients to help them make informed decisions.

- Respond promptly and professionally to customer inquiries and requests regarding loan products, ensuring a positive customer experience.
- Attend all sales meetings and strategy sessions, contributing insights and ideas to drive sales growth and effectiveness.
- Effectively communicate with clients, colleagues, and stakeholders, both verbally and in writing, ensuring clarity and understanding.

November 2013 – November 2017

**ADMINISTRATION ASSISTANT**

PREMIER INTERNATIONAL PROJECTS LLC MUSCAT, SULTANATE OF OMAN

**Duties & Responsibilities**

- Coordinating in formulation & implementation of increment, incentive & other remuneration policies.
- Managing the payroll functions, promotions, transfers, annual revisions and full & final settlements.
- Coordinating and arranging medical consultation for the employees.
- Coordinating the visa renewal and visa cancellation process.
- Handling the entire joining formalities of new employees.
- Co-coordinating with banks for opening the bank account and activation of ATM card of new employees.
- Maintaining Passport renewal track and intimate the same to the employees.
- Sourcing profiles, validating, uploading resumes in the database, and arranging for the interview.
- Timely process of Office and Guest House Rental payment and coordinate with accounts department.
- Keeping and maintaining Petty Cash of the Administration Department and preparing the statement on a weekly basis and submitting the same to the Accounts Department
- Generating reports of the employees from ERP softwares “E-Promis” and “Paymanger” and reporting the Management as and when required.
- Maintaining the personal files of company employees.
- Preparing and reporting to the Management the status of total Visa Clearance, total
- Valid medical, total Visa Applied, total Visa received, total employees arrived and employees to arrive on a regular basis.

## DECLARATION

I hereby declare that the above-mentioned information is correct to the best of my knowledge and belief.

**ANIL SAJAN**