

EKANATH M P

CONTACT ME

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SKILLS

- InventoryManagement
- Data Entry
- Customer Service
- Organizational Skills
- Teamwork
- Time Management
- Problem-Solving
- Attention to Detail
- Multitasking

EDUCATION

- Bachelor of Commerce, University of Calicut 2016 | Aggregate: 65%
- Plus Two, Kerala Board of Higher Secondary Examination 2013 | Aggregate: 65%

ACHIEVEMENTS

Best Employee Award (3 times) during service at Lulu Internationals Oman. Promoted to Assistant Branch Manager at ICL Fincorp Ltd for consistent performance.

LANGUAGES

- MALAYALAM (Speak, Read, Write)
- ENGLISH (Speak, Read, Write)
- HINDI (Speak, Read, Write)
- TAMIL (Speak)
- ARABIC (Beginner)

PROFILE

I am a highly organized and detail-oriented professional with experience in storekeeping, data entry, inventory management, and receiving. With a Bachelor of Commerce degree and a proven track record of success in managing inventory and facilitating timely deliveries, I am committed to ensuring smooth and efficient operations in any organization I work for. I am skilled in using inventory management software and can efficiently maintain accurate records while adhering to safety and compliance standards. With excellent communication and interpersonal skills, I can effectively collaborate with cross-functional teams to achieve business objectives. Overall, I am a dedicated and motivated team player with a strong work ethic and a desire to contribute to the success of any organization I work for.

OBJECTIVE

To secure a challenging role in a dynamic organization where my experience in storekeeping, data entry, inventory management, and receiving can be utilized to ensure smooth and efficient operations. With a strong attention to detail and excellent communication skills, I aim to contribute to the company's success by maintaining accurate inventory records, facilitating timely deliveries, and providing excellent customer service.

EXPERIENCE

ASSISTANT BRANCH MANAGER, ICL FINCORP LTD *20 July 2025 - Present*

Leading branch operations including gold loan business, debenture sales, insurance, and other financial products.Supervising staff, assigning responsibilities, and ensuring achievement of business targets.Handling customer relationship management, loan approvals, collections, and branch audits.Preparing MIS reports and presenting performance updates to higher management.Ensuring compliance with company policies and regulatory requirements

ASSISTANT BRANCH HEAD, ICL FINCORP LTD
May 2023 - 19 July 2025

Conducted data entry and administration tasks to support company operations. Managed customer inquiries and requests in a timely and efficient manner. Assisted in policy implementation and operational improvements. Prepared reports and presentations for senior management and stakeholders

JUNIOR OFFICER , ICL FINCORP LTD
Apr 2021 - May 2023

Assisted in loan application processing and disbursement. Handled customer inquiries and provided resolutions. Maintained financial transaction records and reports. Assisted in management presentations and customer surveys.

STOREKEEPER, LULU INTERNATIONALS OMAN
Apr 2018 - Mar 2021

Managed inventory of maintenance supplies and equipment to ensure availability. Conducted safety inspections to ensure compliance with regulations. Verified invoices and purchase orders against received goods. Coordinated with vendors for repairs and ensured timely completion. Trained and supervised staff in maintenance and safety procedures.

JUNIOR ASSISTANT, MANAPPURAM FINANCE LIMITED
Apr 2017 - Apr 2018

Monitored and managed electronic security systems of branches. Assisted in CCTV surveillance monitoring and reporting. Maintained records related to security operations and compliance. Coordinated with branch staff to ensure adherence to company security protocol. Supported security audits and assisted higher officials in investigation-related tasks.

Dear Hiring Manager,

I am excited to apply for the position at your Company . With relevant years of experience as a store-keeper (maintenance), junior officer, and junior assistant at Lulu Internationals Oman, ICL Fincorp Ltd, and Manappuram Finance Limited, I am confident that my skills and experience align with the require-ments of this position.

In my previous roles, I have gained hands-on experience in managing inventory, maintaining accurate records, facilitating timely deliveries, and assisting with customer inquiries. Additionally, I have devel-oped strong skills in data entry, problem-solving, and customer service, which I believe will be useful in this position.

I am particularly impressed by Company's mission, culture, or a recent achievement. I am excited about the opportunity to contribute to the success of your organization and grow professionally in this role.

Thank you for considering my application. I look forward to discussing my qualifications further and how I can contribute to Company”s success.

Sincerely,
Ekanath MP