

JISMI VARGHESE

@ jismichalissery@gmail.com

971543282025

Flat No.408 Building No.2656 Sharjah Muwalieh 1



Objective

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

Experience

Kotak Mahindra Bank

2019 - 2020

Sales Associate

- Originated, reviewed, processed, closed, and administrated customers' loan proposals.
- Submitted loan application to the underwriter for verification and recommendations.
- Recommended loan approvals and denials based on customer loan application review.
- Reviewed and edited loan agreements to ensure accuracy.

Brilliance College, Thrissur, Kerala

2017 - 2018

Office Staff

- Keeping an inventory of office supplies and ordering new materials as needed.
- Maintaining files.
- Welcoming visitors to your office.
- Answering phone calls.
- Taking and delivering messages.
- Ensuring the office runs smoothly.
- Scheduling meetings and sending meeting invites to attendees.

Education

Newton Training Center Al Ain, UAE

26/01/2022 - 30/06/2022

Medical Coding

Course Completed (Non-Certified)

University of Calicut

2013 - 2016

Bachelor's Degree in commerce

65%

H.S.E Board

2011 - 2013

Higher Secondary Education

75%



St.Antony's Higher Secondary School, Kerala Borad

2010 - 2011

S.S.L.C

70%



Skills

• COMPUTER SKILLS Advanced knowledge of Microsoft ® Windows environments and Office package (Word, Excel, Access, PowerPoint, FrontPage and Outlook). • Tally (ERP 9).



Projects

Financial Statements and Analysis

My internship topic for graduation was " Financial Statements and Analysis" at Co.operative Bank, Thrissur, Kerala.



Activities

• Browsing • Cooking



Languages

• Malayalam • English • Hindi • Tamil



Personal Details

Date of Birth : 30 /09/1995



Reference

Joji Jacob - "Kotak Mahindra Bank Ltd."

Branch Manager

917356378444



Additional Information

Nationality: INDIAN

Martial Status: MARRIED



Visa Status

Spouse Visa