

CURRICULAM VITAE

M. MANOJ



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LOCATION: CHENNAI, INDIA – 600069

CAREER OBJECTIVE:

SEEKING A CHALLENGING POSITION WHERE I CAN APPLY MY SKILLS, GAIN PRACTICAL EXPERIENCE, AND CONTRIBUTE TO ORGANIZATIONAL GROWTH.

EDUCATIONAL DETAILS:

➤ **Dr. M.G.R. EDUCATIONAL AND RESEARCH INSTITUTE-TAMIL NADU**

DEPARTMENT: MBA – FINANCIAL MANAGEMENT

PASSED OUT YEAR: [2024-2026]

➤ **SRM INSTITUTE OF SCIENCE AND TECHNOLOGY -TAMIL NADU**

DEPARTMENT: B.SC - COMPUTER SCIENCE With 7.56 CGPA

PASSED OUT YEAR: [2019–2022]

➤ **SRIKRISHNA SWAMI MATRIC HR SEC SCHOOL-TAMIL NADU**

HSC With 71% [2019]

➤ **GURUKSHETRA PUBLIC SCHOOL – CBSE-TAMIL NADU**

SSLC – 7.8 [2017]

CURRENT WORKING EXPERIENCE:

COMPANY NAME: TEAMLEASE AXIS BANK – TAMIL NADU

DESIGNATION: AFFLUENT CREDIT CARD SALES EXECUTIVE

PERIOD: [2024 TO PRESENT]

ROLES AND RESPONSIBILITIES

- Identify and meet potential customers to promote credit card products.
- Explain the features and benefits of different credit card options.
- Achieve sales targets set forth by the management.
- Maintain a database of prospects and manage the sales pipeline.
- Provide exceptional customer service and handle inquiries and complaints.
- Coordinate with the marketing team to execute sales campaigns.
- Prepare daily and weekly sales reports for management.

PREVIOUS WORKING EXPERIENCE:

COMPANY NAME: BIJLIPAY IN ASSOCIATE WORKING WITH INDIAN BANK, HEAD OFFICE– TAMIL NADU

DESIGNATION: SALES EXECUTIVE [POINT OF SALES]

PERIOD: [2022 TO 2024]

ROLES AND RESPONSIBILITIES

- Generating leads through cold calls, Outlook Mails, and networking
- Created and coordinated MID (Merchant ID) and TID (Terminal ID) activation with banks and POS service providers.
- Installed and commissioned POS / swipe machines at merchant locations with proper network and power setup.
- Performed re-installation of POS terminals during device replacement, relocation, or upgrade.
- Handled all customer and merchant queries through email in a timely and professional manner.

TECHNICAL SKILLS:

- BASIC COMPUTER KNOWLEDGE
- MS WORD
- MS EXCEL
- POWERPOINT
- JAVA
- PYTHON

PERSONAL DETAILS:

NAME:M MANOJ

FATHER NAME: R MURALIDHARAN

DATE OF BIRTH: 09-11-2001 (24)

GENDER: MALE

MARRITAL STATUS: SINGLE

NATIONALITY: INDIAN

LANGUAGES KNOWN: ENGLISH, MALAYALAM, TAMIL

DECLARATION:

I HEREBY DECLARE THE ABOVE-MENTIONED DETAILS ARE TRUE TO MY KNOWLEDGE.

REGARDS,

M MANOJ