




Bristo Thomas B

Date of birth: 28/12/1995

Nationality: Indian

Gender: Male

CONTACT

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ABOUT ME

A highly skilled and experienced manager, with a background in banking and extensive knowledge of loans and investment strategies. Possesses a bachelor's degree in finance and has strong communication and time management skills

EDUCATION AND TRAINING

01/06/2016 – 30/03/2018 Thrissur, India

B.com St.Aloysious

WORK EXPERIENCE

18/06/2018 – 10/05/2020 Thrissur, India

Customer Service Executive ESAF

- * Loan documentation
- * Review loan requestd
- * Depositing the money in bank
- * Monitor progress of existing loans
- * Collection of current dues
- * Evaluate creditworthines and risks
- * KYC verification

10/05/2020 – 21/07/2022 Thrissur, India

Assistant manager ESAF

- * Handle customer inquiries and complaints
- * Assisted clients with their account maintenance
- * Bank management and sales leadership
- * Effectively managed the day to day branch operations
- * Followed proper dual control expectations
- * Supervised branch activities

21/07/2022 – 30/09/2023 Thrissur, India

Risk and Cash Officer ESAF

- * Collecting payments in cash or credit
- * Handling transactions
- * Answer customer questions
- * Cross-selling and up selling products
- * Manage transactions with customers
- * Resolve customer complaints
- * Doing payment vouchers

06/11/2023 – CURRENT Thrissur

Assistant manager CSB BANK

- 1 :Directing and executing branch activities including expanding the existing customer base, operational efficiency, sales, and service(fixed Deposit, Recurring Deposit, CASA, Life Insurance,Gold loan, Personal Loan, Housing Loan)
- 2 :Support the bank manager with day-to-day tasks to ensure that the branch operates to the highest standard.
- 3 :The key focus of the role will be to assist with monitoring the everyday operations of the branch, oversee the team members working in the branch, and prepare timely performance and productivity reports for the Branch head
- 4 :Supports staff results by communicating job expectations and planning, monitoring, and appraising job results. Helps to coach, counsel, and discipline employees. Aids in developing, coordinating, and enforcing systems, policies, procedures, and productivity standards.



LANGUAGE SKILLS

MOTHER TONGUE(S): Malayalam

Other language(s):

English

Listening B1

Spoken production B1

Reading B1

Spoken interaction B1

Writing B1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user