

Girish Menon
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Aspiring for a challenging position, one which will make best use of existing skills and experience and also further my personal and professional development with a progressive and forward thinking organization

Profile Summary

- Result-oriented and competent professional with more than **9 years** of comprehensive experience in Marketing, Branch Operations and Customer Relationship Management.
- Possess experience in supporting marketing & sales department by reviewing, developing, defining their overall marketing strategy; Can relate well with people at all levels and has the flexibility of working well as part of a team or individually.
- Comfortable working in a fast paced, hands-on, growth orientated work environment and possess a proven ability to ensure messages and communications are understood and implemented effectively.
- Recognized as a proactive individual who can rapidly identify business problems, formulate tactical plans, initiate change and implement effective business strategies in challenging environments to enhance revenue generation, market share expansion and profitability.
- Excellent communicator with exceptional talent for problem solving and ability to handle multiple functions and activities in high pressure environments with tight deadlines.
- Motivated and goal driven with a strong work ethics, continuously striving for improvement coupled with excellent administrative aptitude with an eye for detail and the commitment to offer quality work.
- A strong team leader/ player with exceptional consensus building, negotiation and interpersonal skills, analytical mind and comprehensive problem detection/ solving abilities.

PERSONAL SKILLS

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|-------------------------|--------------------------------|----------------------------|
| ◆ Solution oriented | ◆ Attention to detail | ◆ Positive attitude |
| ◆ Relationship building | ◆ Influencing skills | ◆ Team player |
| ◆ Decision making | ◆ Loyalty, Honesty & Integrity | ◆ Methodical and organized |

Professional Span

UAE Exchange & Financial Services Ltd (Unimoni Financial Services Ltd.)

Apr'2014- Nov'2021

Assistant Branch Head- Officer Scale I

Reporting to: Branch Manager

Company Profile: The Company mainly deals in foreign exchange and outward remittances. It also offers other services like travel & tours, vehicle loan & gold loan.

Key Accountabilities:

- Responsible to co-operate with the auditors of the company and maintaining KYC reports
- Handling the branch operations and providing solutions for foreign exchange & outward remittances.
- Responsible to deal with banks and other **FFMC's** to generate business from them.
- Actively involved in Business Development activities by visiting **corporate, banks, education institutes & HNI** clients.
- Involvement in group promotional activity for other products like vehicle loan & gold loan.
- Communicating with the Administrative Office through E-mails and telephone calls and ensuring the smooth flow of operations in the branch.
- Monitoring a group of other staff in the branch with regards to the assignments given to them.

Lavasa Corporation Limited, Mumbai

July'2012 - Feb'2014

Marketing Executive

Reporting to: Vice President (Tourism)

Company Profile: The Company is involved in the development of hill city outside Pune. The motive of the company is to make a city on the concept of 'new urbanism.'

Key Accountabilities:

- Monitoring and supporting the Business Development team of X-Thrill Academy to promote the adventure activities in Lavasa.
- Collecting daily sales report from the Business Development team of the Academy.
- Identifying the needs and requirements at the adventure academy campsite and ensuring the smooth flow of operations in the academy.
- Approaching and dealing with the corporate clients to organise and plan their adventure programs.
- Participating in different travel and tourism fairs in Mumbai and Pune to promote Lavasa tourism.
- Promotional activities for the second town in Lavasa, Mugaon.

Nimisha P. M. Foundation, Mumbai**May'2011 – Feb'2012****Marketing Associate****Reporting to:** Managing Director

Company Profile: It is an NGO started with the intention of building super specialty hospitals in Mumbai, Pune.

Key Accountabilities:

- Dealing with the suppliers of hospital beds, medicines and machinery required for the laboratory testing.
- Approaching banks and financial institutions to provide loan for starting up of the hospital project.
- Fixing appointments with the doctors and making them understand about the multi-specialty hospital.

Projects undertaken**May'2010 – July'2010****Summer Internship Project:**

PROJECT: 'Study of E- Banking in India'

Summary

1. E- banking products and services available in India
2. Advantages and disadvantages of E-Banking
3. E-banking v/s traditional banking
4. Scope of E- banking in India

Academic Credentials

- PGDBM, Bharati Vidyapeeth Institute of Management & Information Technology C.B.D Belapur.(2011)
- B. COM, SIES College, University of Mumbai (2008)
- HSC, Vani Vidyalaya (2005)
- SSC, St. Pius X High School (2003)

IT Expertise

- ❖ Well versed in utilizing MS Office Application including MS Word, MS Excel, MS PowerPoint
 - ❖ Proficient with internet operations
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Personal Dossier

Date of Birth : July 24, 1987

Languages Known : English, Hindi & Marathi