

PROFILE

To obtain a challenging position in forwards looking companies for utilizing my skills abilities that offers professional growth while being resourceful, innovative and exile. I want to be creative, learning and contributing towards the success of the company.

CONTACT

Passport No: V2255532
Date of expiry: 26/09/31
Visa validity: 05/07/23

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Mobile: +971582479549
+918100571573

Address: 59c Glulam Jilani Khan
Road, Kolkata 700039

Born: 23/11/1988
Nationality: Indian
Marital Status: Married

SKILLS

- ❖ Excellent oral and communication skills.
- ❖ Computer skills, ability to work with application easily.
- ❖ Ambitious, hard worker and fast learner.
- ❖ Co-operative, Organized and Accurate.
- ❖ Very good in both single and team work.

CERTIFICATE

Certificate of long service Award

TRAINING AND COURSES

General Motors India training
Industrial Computer
Accountant
Operating system XP, Windows
Banking Software
MS Office

LANGUAGE

English
Bengali
Hindi
Urdu

HOBBIES

Watching YouTube, Cooking, Shot
Video creating, Traveling, Swimming,
Social Media. etc.

MOHAMMAD NIZAMUDDIN KHAN

BANKING AND FINANCE



EDUCATION

BACHELOR OF COMMERCE (FINANCE AND ACCOUNTING) FROM CALCUTTA UNIVERSITY JUL 06- AUG 09

WORK EXPERIENCE

BETTERBEE APPARELS LLP – INDIA FRONT OFFICE ASSISTANCE
05 APRIL - 2022 TO 11 MAY 2023

Reporting to management and performing administrative duties.
Answering telephone calls as well as screening and forwarding calls.
Scheduling and confirming appointments, meetings and events.
Welcoming and assisting visitors in a friendly and professional manner.
Handling basic inquiries, complains and sorting mails.
Monitoring office supplies and ordering replacements.
Performing other administrative tasks, if required.

AL ANSARI EXCHANGE UAE – CUSTOMER SERVICE & CALL CENTER EXECUTIVE
NOV- 2013 TO OCT 2020

Manage large amounts of incoming calls. Manage branches operation.
Maintain productive business relationships with new and existing correspondent banks.
Respond to the customer inquiries and concern in a professional manners while offering comprehensives solution.
Monitor rejected transactions from the banks and guide branch staff to prevent re-occurrence of such errors.
Confirm credit of daily trade deals for all banks and inform the concern team member accordingly.
Track transactions Discrepancies, Amendments, Cancellations and refunds request via mails. Handling customer complains. Maintain CRM System.
Follow up with the assigned banks. Manage large volumes of mails.

A.R FASHIONS (SHERWANI MANUFACTURERS) OFFICE ASSISTANT (ACCOUNTS DEPT.)
AUG- 2012 TO ARP 2013

Cash Handling.
Labour payments and Invoice bills.
Labour maintenances of all sections
Maintain documents records and Manage large volumes of mails.

VICTORIA FORD PVT LTD (FORD INDIA)
AUG- 2011 TO JULY 2012

Converting showroom visitors into customers by understanding their needs and interests, and matching them to the most appropriate car. Understanding the characteristics, capabilities, and features of all cars and providing the potential customer with detailed information, including comparing different competitive models. Taking customers on test drives and demonstrating vehicles features. Maintaining a customer database and communicating with them. Assisting customers with completing the relevant paperwork required for a successful sale to be processed. Maintaining reporting structures and recording sales and inventory on CRM software.

SPEED CHEVROLET PVT LTD (GENERAL MOTOR INDIA)
JUN - 2010 TO JULY 2011

Converting showroom visitors into customers by understanding their needs and interests, and matching them to the most appropriate car. Understanding the characteristics, capabilities, and features of all cars and providing the potential customer with detailed information, including comparing different competitive models. Taking customers on test drives and demonstrating vehicles features. Maintaining a customer database and communicating with them. Assisting customers with completing the relevant paperwork required for a successful sale to be processed. Maintaining reporting structures and recording sales and inventory on CRM software.