

# RESUME

## MD. ASIF

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Email: [mdasifaa78689@gmail.com](mailto:mdasifaa78689@gmail.com)

Qualification : Graduation (Arts)

Latest Organization : Bajaj Finserv pvt.ltd ( Kolkata )



### Objective

I am reliable, honest, trustworthy and hard-working and I am the type of person who enjoys working in customer-facing roles. I am also someone who is flexible and adaptable, and I can work the hours necessary. I will also be available to cover shifts at short notice, as and when the need arises.

### Professional Experience.

#### ● Oscar Infra pvt.ltd (Mumbai)

**Feb 2019-Nov 2021.**

##### **Jr.Accountant cum Cashier.**

- Collects payments by accepting cash, check, or charge.
- Managing transactions with customers using cash registers.
- Scanning goods and ensuring pricing is accurate.
- Collecting payments whether in cash or credit.
- Handle merchandise returns and exchanges.
- Updating accounts receivable and issue invoices
- Issue and prepare invoices
- Track and monitor accounts payable
- following policies and procedures and reporting needed changes.
- Maintains a safe and clean working environment by complying with procedures, rules, and regulations.
- Contributes to team effort by accomplishing related results as needed.

#### ● Bajaj Finserv pvt.ltd(Kolkata)

**Jan 2022-Aug 2023.**

##### **Sales & Marketing Executive.**

- Evaluate credit worthiness by processing loan applications and documentation within specified limits
- Interview applicants to determine financial eligibility and feasibility of granting loans
- Determine all applicable ratios and metrics and set up debt payment plans
- Communicate with clients either to request or to provide information
- Justify decisions (approvals/rejections) and report on them
- Complete loan contracts and counsel clients on policies and restrictions
- Update job knowledge on types of loans and other financial services

## Academic Education

Degree	Board/Council/University	Year of Passing	Grade
Madhyamik	W.B.B.S.E	2013	1st Division
Higher Secondary	B.S.E.B.	2015	1st Division
B.A.	NILM UNIVERSITY	2018	1st Division

## Software Proficiency

- ❖ Good experience In Microsoft word & MS Excel with typing.
- ❖ Tally Erp-9
- ❖ MS words

## Strengths & Skills

- Positive attitude.
- Cash Handling.
- Product & Services sales.
- Good verbal and written communication skills.
- Ability to learn technology and management practices.
- Proactive nature.
- Commitment to work, quick response.
- My strength is my confidence.

## Responsibilities

- All approaching customer should be greeted with a smile and wished the time of the day.
- Deliver efficient/friendly customer service
- Inform the customer for our various product and services like general and life insurance
- Reports the details about everyday functions of the business, employees concern, and queries to the Branch Manager
- Advises the Branch Manager on possible problems or needed corrective actions in order to adjust procedures to fix difficulties
- Responsible for maintaining outstanding customer service as per company standards, processing sales quickly, accurately and efficiently, cash register operations, and safeguarding company assets.

## Personal Details

- Visa Status. : Visit visa
- Visa Expiry. : 01.12.2023
- Date of Birth. : 20.10.1997
- Gender. : Male
- Fathers. : Md. Jahangir
- Marital Status : Unmarried
- Religion. : Islam
- Passport No. : RO702985
- Issue Date : 16 June, 2017

- Expiry Date : 15 June, 2027
- Issue Place : Kolkata, India
- Nationality : Indian

### Languages Known

- Hindi
- English
- Urdu
- Bengali

### References

Available on Request.

### DECLARATION:

**It is hereby declare that all the information mentioned above is true and correct to the best of my knowledge.**

**Sign: .....**