

# FAHAD AHMAD

<b>Seeking position in:</b>	<b>Banking and Finance, Operation, Cashier and Credit</b>
<b>Looking for opportunity in:</b>	<b>UAE</b>
<b>Visa Status:</b>	<b>VISIT TILL:03-09-2024</b>
<b>Passport No &amp; Expiry:</b>	<b>N0206726 TILL-04JUNE 2025</b>
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<b>E-mail:fahadahmad1994@yahoo.com</b>	



## Career Objective and Personal Statement

To attain respectable position in an organization where I can improve my capability and become an asset to the organization. I'm an adaptable and efficient team player with excellent communication skills at all levels. I'm looking for a role where I can develop my skills further, reveling in new challenges and to improve growth of an organization or a firm.

## Professional Qualification

Postgraduate: MBA (Master of Business administration) in Finance From Integral University,INDIA (2017-2019).

Graduate: BBA (Bachelor of Business Administration) From Lucknow University (2013-2015).

Standard XII: ISC Board (2012) (with **Computers and commerce**).

Standard X: ICSE Board (2010) (with **Computers and accounts**).

Course: **MS Office and Tally Erp.9 From Race Academy and Banking and finance certification from bankedge academy.**

## Proficiency

Extensive knowledge of:

- Operations accounts and credit.
- Managing customer centric operations and ensuring client satisfaction by achieving service quality norms.
- Processing of FD, RD, LI and all working capital products.
- Responsible for processing and receiving payments and issuing receipts to customers as they leave with their purchases.
- Process payments made with cash,cheques,credit card and debit card.
- Process return and exchanges.
- Cash management and portfolio management.
- Create invoices for products or services given to customers.
- Experience in credit administration and load approval procedures.
- Mapping client's requirements (corporate and retail) and providing them credit solution to suit their needs.

- Generating the leads and loan document approval of the new/old all type of commercial, private and farm equipments vehicles.
- Processing of all old/new commercial and private vehicle loans.
- Processing of business loan secured & unsecured.
- Disbursement of all old/new commercial vehicle& business loans.
- Handling of working capital loan, loan settlement, general insurance, life insurance and customer query.
- Taking care of branch customer service and new business processing.
- Cross selling of wcl products PL,LAP, BL, FD, RD, LI & vehicle loan with team.

## **Work Experience**

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### **EXECUTIVE AT SHRIRAM FINANCE LIMITED.**

**WORK ROLE-Customer Service & Cashier – OCT 30<sup>TH</sup> 2019 to SEP 20<sup>TH</sup> 2023**

**Work description-** Processing of FD, RD, LI and all working capital products, experience in credit administration and loan approval procedures, mapping client's requirements (corporate and retail) and providing them credit solution to suit their needs, generating the leads and loan document approval of the new/old all type of Commercial and Private vehicles, processing of all old/new commercial and private vehicle loans, disbursement of all old/new commercial vehicle files, handling of working capital loan, loan settlement, general insurance, life insurance and customer query, taking care of branch customer service and new business processing, assessing the credit worthiness of commercial and personal bank customers, primary responsibilities include verifying KYC (Know Your Customer) compliance, maintaining records and keeping client accounts operational, end to end processing of loan proposals.

### **SALES OFFICER AT HDBFINANCIALSERVICES-Jan1 2016 to 20June 2017**

- **Work description-** Facilitate Cold and Warm calls to prospective leads; schedule follow through on calls with leads and current customers, perform cost benefits analysis for prospective customers and advise on appropriate purchase options, promote specific products as directed by upper management, maintain positive business and customer relationship in the effort to extend customer lifetime value.
- **LAP**
- **PL/BL**
- **AUTO LOAN**
- **GOLD LOAN**

## Computer Skills

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- **Microsoft Office:** Outlook, Word, Excel, PowerPoint.
- **Accounting Softwares:** TallyErp.9
- **UNO,ZIVASOFTWARE**
- **CAMEOSOFTWARE**
- **SHRI LIFESOFTWARE**

## Strength

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Adaptability

Decision Making

Ready to accept challenges

Quick Learner

Good Analytical ability

### PERSONAL DETAILS :-

❖	FATHER NAME	:	Mohd Mubeen
❖	Date of Birth	:	9 Aug 1994
❖	Gender	:	Male
❖	Marital Status	:	Unmarried
❖	Nationality	:	Indian
❖	Language known	:	Hindi , English ,Urdu
❖	Passport No.	:	N0206726
❖	Passport Expiry	:	04 June 2025
❖	Address	:	1-C, Sunderbagh Hewett Road, Lucknow.

**Declaration:** I hereby declare that the above information is correct to the best of my knowledge.

Dated:

Place: LUCKNOW, INDIA

(FAHAD AHMAD)