

RESUME

MD MAHABOOB

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Objective:

Seeking for challenging position where I can share my abilities and skills, where I can improve my knowledge and be a part of a team that dynamically work towards the growth of the organization.

Work Experience:

Working as a Senior Relationship Officer in QUESS Corp Ltd (Deputed at AXIS BANK) from SEPTEMBER 2023 To till date.

- Dealing with all the construction equipment's (CE)/commercial vehicles (CV).
- Daily visiting to dealer and follow-up existing customer to get the deals.
- Verify the CBIL whether the customer eligible for the loan or not, once the customer eligible for the loan.
- Collecting the documents for the login process (KYC & other).
- Manually filling the application and preparing invoice and processing.
- Disburse the deal with the MMR (margin money receipts).

Worked as a Kyc Specialist (Kyc Documents collection) in Citi Bank NA from April 2021 to Dec 2022.

- Interaction with customer through fixed appointment.
- Collection of Kyc documents from customer for credit card.
- After process all application have to submit the application and kyc documents in citi bank.

Worked as a Back-end Executive in Vaithisvaran & co llp for From July 2019 to Mar 2021.

- Co-coordinating with sales representative and setting the targets and location of sales.
- Preparing MIS report of sales and publish to management.
- Dispatching the customer documents to head after validating.
- CVP (current point verification) and dispatch the documents to head office.

Worked as Back-end Executive in Rohit Enterprises from Sep 2012 to June 2019.

- Document verification and Log-in the documents with service providers.
- Filling the CAF of Customer manually and online both.
- Sending the CAF and attached of documents for activation of sim.
- Daily checking MIS for updates status of rejected and activated sim.

Worked as Data Entry in Karvy from Aug 2011 to Aug 2012.

- Typing the total application form Online by seeing hard copy of form.
- Verifying online Form of shares and bonds like details of the customer.
- Collection of cheques from banks.

Educational Qualification:

Shadan Degree College for boys

Bachelors of Commerce (B. Com)

2008-2011

Gauthami Jr. College

Intermediate Education (C.E.C)

2006-2008

St. Louis Grammar School

Board of Secondary School

2000-2006

TECHNICAL PROFICIENCY:

- Window XP, Vista, 7,8,10
- Tally. ERP 9
- MS Office (Excel Word)
- Ability to learn and adopt to new technologies very quickly.
- Enthusiastic in learning new things.
- Hardworking sincere & good communication skills.
- Self-Confident in achieving the goals.

PERSONAL PROFILE:

Father Name : Late Md Habeeb

Date Of Birth : August 22, 1991

Nationality : Indian

Language Known : Hindi, English & Telugu.

Address : Plot no 94, Sri ram nagar, Yousufguda, Hyderabad-500045.

DECLARATION:

I hereby declare that above mention details are true to my knowledge.

Date:

Place: HYDERABAD

(MD MAHABOOB)