CURRICULAM VITAE

**Altaf**

**Altaf.301061@2freemail.com**

 **CARREER OBJECTIVES**

**To work in a progressive organization that incorporates varied spectrums of work & diversity, this endows consistency, competency & expertise in professional as well as social spheres, enabling collective excellence and technical growth, personal fulfillment with welcome attitude for new ideas and concepts to enhance the overall growth of the organization**.

 **WORK EXPIRIENCE / INDUSTRY EXPOSURE / SUMMER INTERNSHIPS**

***1: Company Name:*** *Travelex Qatar*

***Location:*** *Qatar (Doha)*

***Duration:*** *August 2014 – January 2016*

***Designation:*** *Sales consultant (Cashier).*

*Work Experience:*

*Company: Travelex Worldwide Money, Hamad International Airport, Doha Qatar*

*Designation: Sales consultant(Cashier)..*

*From May, 25th 2014 – Feb, 1st 2016.*

* *Effectively understand features and benefits of all Travelex Foreign Currency product lines to use selling skills to increase the average transaction value*
* *Managing the vault, bank re-conciliation, petty cash and extensive cash handling*
* *Maintaining balance sheet for Final and statutory audit.*
* *Responsible for maintaining the highest level of customer service*
* *Responsible for identifying the warning signs of questionable transactions and mitigating possible effects of these deals with Management*
* *Ensure that all compliance requirements and regulations are being adhered to daily basis*
* *Responsible for managing risk and acting in accordance with guidelines set forth in the Core Risk Standards*
* *Responsible for appropriate attire and overall professional attitude to customers and team*
* *Take on project work as assigned*
* *Archiving of customer data and relevant files on regular basis.*
* *Following AML rules and regulations set by Qatar Central Bank*
* *Transferring money through the mode of Western Union and remittance from bank to bank on real time basis*
* *Responsible for system, people, store and cash management on regular basis*
* *Responsible to conduct by weekly team meetings, training, coaching and guiding newly joined sales consultant about the targets and KPI’s to achieve on weekly basis*
* *Responsible for auditing and checking large trade amount transaction errors on daily basis and providing segregated data on MS Office Excel on regular basis*

***2: Company Name:*** *AON Hewitt Call center (Hewitt Associates India Pvt. Ltd.)*

***Location:*** *Mumbai (India)*

***Duration:*** *January 2008 – June 2013*

***Designation:*** *Team Developer*

*Aon Corporation is the leading global provider of risk management services, banking ,insurance and reinsurance brokerage, and human resource consulting and outsourcing. Aon’s industry-leading global resources, technical expertise and industry knowledge are delivered locally through more than 59,000 colleagues in 500 offices in more than 120 countries.*

*Aon Hewitt (Human Capital Consulting division of Aon) is among the world’s top global human capital and management consulting firms, providing a complete array of consulting, outsourcing and insurance brokerage services.*

***JOB PROFILE (Tasks, Roles and Responsibilities)***

* *Always follow the company guidelines and policies ( Code of conduct ) religiously*
* *Responsible for End to End Mobile insurance Process.*
* *Responsible to take care of people issues*
* *Manage the team of 16 members and Clients .*
* *Responsible for Employee data management*
* *Leverage the talent/resources on the team members to generate results.*
* *Monitor associate performance to ensure that results are achieved in an effective/efficient way.*
* *Conduct necessary performance management conversations with Team Members; use tools and resources available to Business Analysts at Aon Hewitt.*
* *Educate, reinforce, and hold Team Members accountable for behaviors that support Aon Hewitt policies and guidelines (e.g., Code of Conduct, Data Privacy).*
* *Processing payroll for hourly and salaried associate.*
* *Handling critical processes such as off cycle and pay run report and direct deposit.*

|  |
| --- |
| **Qualification****EDUCATIONAL QUALIFICATION** |

|  |  |  |  |
| --- | --- | --- | --- |
| **B.COM** | **MUMBAI UNIVERSITY** | **58.00%** | 2007 |
| **12th** | **MAHARASHTHRA BOARD** | **55%** | 2003 |