**Shaik**

[**Shaik.347679@2freemail.com**](mailto:Shaik.347679@2freemail.com)

Thank you for the opportunity to apply at your company. I am certain that I have the necessary skills to successfully perform the job and all your expectations confidently.

# I am a responsible professional (Bachelors in Business Management) who has been consistently praised as hardworking by my co-workers and management team. Over the course of my 2.6-years career, I’ve developed a skill set directly relevant to assigned role you are hiring for. I have consistently demonstrated problem-solving, solving technical issues, and management abilities in every aspect of my Senior Customer Executive, Assistant Accountant and Tracker Manager/Team Leader roles. I invite you to review my detailed achievements in the attached resume.

# After reviewing my resume, I hope you will agree that I am the type of competent and competitive candidate you are looking for. I look forward to elaborate how my specific skills and abilities will benefit your organization. If you found my skills and abilities are suitable to your organization and available vacancy, please contact me ator via to arrange for a convenient meeting time.

# Thank you for your consideration, and I look forward to hearing from you soon.



**Shaik**

***Objective:***

Aspiring a suitable response entry level position in an organization that provide me an opportunity to prove myself and polish my skills through challenging tasks to improve myself as well as for the organization.

***My Asset:***

Positive attitude, value for time, hard work, good communication skill, commitment to organization and dedication in every job I do.

**Professional Summary:**

**Company Name : Vidal Health TPA Pvt Ltd, Manipal**

**Title : Senior Customer Executive**

**Year of Service :** April 2016 to January 2017

**Reason for resigning** : For the better opportunity in abroad.

**Job Description:**

* Handling settlement of Insurance domiciliary claims for Syndicate Bank employees (all over India). This covers monthly medical bills and hospitalization bills of employees.
* Verification of claims submitted by the employees of Syndicate Bank.
* Attending the calls for investigation by employees of Syndicate Bank & ex-Staff.
* Resolving the issues in claims submitted by the employees.
* Inward entry of the claim in Vidal server.
* Couriering claim documents to the head office Bangalore in the daily basis as we complete its verification or processing.
* To call the employees regarding shortfall of the document that we found in the claims.

**Company Name : Tulip Infotech, Chikmagalur**

**Title : Junior Accountant**

**Year of Service :** November 2015 to April 2016

**Reason for resigning** : For the better opportunity near my home town.

**Job Description:**

* Managing the books of account.
* Preparing journals.
* Assisting Senior Accountant.
* Preparing monthly financial reports like Trial Balance, Profit & Loss a/c, Balance Sheet, Cash Flow statement.
* Preparing monthly Bank Reconciliation statement.
* Reconciliation of receivable & payables with their respective statements.

**Company Name : Desi Crew Pvt Ltd, Kaup**

**Title : Tracker Manager/Team Leader**

**Year of Service :** June 2014 toNovember 2015

**Reason for resigning** : For the better opportunity and growth.

**Job Description:**

* Preparing Shipment and sale reports of P&G company for Infosys, Pune.
* Assigning duties to my team.
* Handling and guiding my team in this report generation.
* Client interaction regarding any escalations/ production.
* Resolution on any queries from my team.
* Providing solution and prevention steps for any escalation from client.
* Preparing daily report for my process manager.

## **Academic Qualification:**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Academic Qualification*** | ***Board/University*** | ***Year of Passing*** | ***Name of the Institution*** |
| SSLC | Karnataka Secondary Education Board | March-09 | SVS Eng. Med, Katapady, Karnataka, India |
| Pre-University | Karnataka Pre-University | March-11 | SVS PU College Katapady, Karnataka, India |
| Degree (B.B.M) | Mangalore University | April-14 | KVSM College Katapady, Karnataka, India |

**Additional Courses:**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Name of the Course*** | ***Name of the Institution*** | ***Year of Completion*** | ***Grad*** |
| Basics in computers | Manipal Computer Academy | April-2002 | *B+* |
| Basics in computers | MICE | 2002-2009 | *78%* |
| MS-Windows XP | MICE | 2009-2010 | *80%* |
| Tally 9.0 | Manipal Career Academy | June-2011 | *A* |
| A+, N+. | Goal Technology | Oct 2015 | *---* |

**Awards as a student:**

|  |  |  |
| --- | --- | --- |
| ***Name of the Award*** | ***Name of the Institution*** | ***Year*** |
| 2nd in Science Model | SVS Eng. Med. Katapady (Class 10th), Karnataka, India | January-09 |
| 1st in Chess | KVSM College Katapady, Karnataka, India | February-14 |

**Personal Profile:**

|  |  |
| --- | --- |
| **Name** | Shaik |
| **Date of Birth** | 14 Nov 1993 |
| **Marital Status** | Single |
| **Language Known** | English, Kannada, Hindi and Urdu |
| **Nationality** | Indian |

## **I.T. Skills:**

Well Versed with MS Office and Internet Applications. I am very good with computers as well. I have quite good technical knowledge, like networking and OS and its troubleshooting, in sample terms knowledge of desktop engineer.

**Hobbies:**

* Playing Chess, Cricket, Badminton.
* Riding motorbikes, Cars & Cycling.
* Watching Movies.

**Declaration:**

I hereby, declare that the information furnished above is true to the best of my knowledge.

Place : Sharjah, UAE