 **Shamshad**

**Shamshad.363040@2freemail.com**

**OBJECTIVE**

To build a career that utilizes my management skills and abilities that offers professional growth and enables me to make a positive contribution towards organizational goals.

**WORK EXPERIENCE**

**RAK BANK (Current Employer) Oct 2016**

**Designation:** Relationship Officer

**Roles and Responsibilities:-**

* + To promote the sales of various personal banking products in the allocated markets.
	+ To achieve sales targets agreed with the Direct Sales Manager.
	+ To provide MIS & competitor feedback on a weekly basis.
	+ To conduct promotional activities group meetings and road shows to achieve budgeted sales volumes. This is with respect to establishing company tie-ups for selling cards.
	+ Managing achievements of sales objectives by setting sales targets
* **Madhyam Buildtech Pvt. Ltd March.2014-Sept 2016**

**Location-** New Delhi

**Designation:** Finance Excutive

**Roles and Responsibilities:-**

* Preparing and analyzing accounting records and financial statements reports
* Assess accurately and confirm to reporting and procedural standards of the reports
* Studying the reports given by auditors and CA and submitting them to the management
* Analyze business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses or to provide advice.
* A voiding outstanding expenses and managing the petty cash
* Establishing table of accounts
* Assigning entrie s to proper accounts
* Preparing periodic reports to compare budgeted costs to actual costs.
* Using accounting tools wherever necessary
* Handling ledger accounts and keeping the check for any invoices or payments Preparing and analyzing accounting records and financial statements reports
* Assess accurately and confirm to reporting and procedural standards of the reports

**Kotak securities ltd. Oct 2011** - **March 2014**

 **Location-** New Delhi

 **Designation:** Office Assistant

 **Roles and Responsibilities:-**

* Key in, check over, proofread and finalize letters, reports, statements, invoices, forms, presentations and further documents, from notes or Dictaphone, using computers.
* Maintain and arrange reports from manual or electronic files, inventories, mailing lists and databases.
* Process inward and outgoing mail, both manually and automatically.
* Give general information to customers and the public.
* Photocopy and gather documents for allocation, mailing and filing
* Managing the house keeping and security guard staffs’ data and duties.
* Responsible for checking the cleanliness of office.
* Responsible for checking the office’s assets are in good condition.
* Responding the mails.

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| --- | --- | --- | --- |
| **Degree** | **Institution** | **Year** | **Score** |
|  |  |  |  |
|  |  |  |  |
|  B.COM |  D.D.U. University Gorakhpur UP | 2008 | 50.00% |
|  |  |  |  |
| Class XII (UP) |  M.S.I. Inter college Gorakhpur UP | 2005 | 63.00% |
|  |  |  |  |
| Class X (UP) |  A.G.I.C. Inter college Padaruna UP | 2003 | 50.00% |
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**SCHOLASTIC EDUCATION**



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| --- | --- |
|  **PROJECT UNDERTAKEN** |  |

* Business research project on platinum panel an SMEs industry of delhi.
* RESEARCH PROJECT in “global financing and exposure in currencies risk” under international economics.
* Practical knowledge of operation banking and retail banking.
* Research project in retail industry under management of technology and international business negotiation of India.
* Research project on bank reconciliation system in India and knowledge management in data mining and data warehousing.

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|  **ACHEIVEMENT** |  |

* Published Research paper On”Islamic banking as a medium of inclusive growth in india: issues and opportunities.’’ In aimt journal of management***.***
* Participated in university sport meet in Lucknow.
* GD interface member for college admission in Lucknow

 **TECHNICAL KNOWLEDGE**

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|  |  |  |  |  |  |  |  |  |
|  | **OPERATING SYSTEMS** |  | **APPLICATION TOOLS** |  |  |  |
|  | **MS Windows (7,10,XP, 2003, 2000)** |  | **MS Office (Excel, Word & Power Point)Tally9.0** |  |  |  |
|  |  |  |  |  |  |  |  |

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| --- | --- |
|  **STRENGTH** |  |

* **Confident.**
* **Positive attitude.**
* **Optimistic and self motivated.**
* **Down to earth and ethical.**
* **Organizing skill.**

**VISA STATUS**

* **Residence Visa**