**CURRICULUM VITAE**



**SAFWAN**

**CONTACT INFORMATION:**

**PRESENT ADDRESS:**

Deira, Dubai

**E-MAIL:**

[Safwan-395637@gulfjobseeker.com](mailto:Safwan-395637@gulfjobseeker.com)

**PERSONAL DETAILS**

**DATE OF BIRTH**: 16-03-1996

**GENDER** : Male

**NATIONALITY**: Indian

**VISA TYPE**: Visit Visa

**PASSPORT**

**EXPIRY**: 28/06/2027

**LANGUAGES KNOWN**

English

Hindi

Kannada

Urdu

**BUSINESS PROCESS OPERATIONAL PROFESSIONAL**



2 Years of work experience, Capable of learning new process and automating the possible steps/areas to improve the efficiency and productivity.

**CAREER OBJECTIVE**



Energetic, Self-motivated and have ability to solve the problems in a fast-paced environment and can also motivate a group of people to achieve a particular goal. To contribute to the success of organization through effective, efficient and creative use of my skills and knowledge.

**COMPETENCIES**



* Expert in superior client satisfaction level by ensuring all the Queries & Clarifications addressed effectively.
* Insightful knowledge of process, query handling and automation of tools.
* Proficient Communication & team building skills with proficiency at grasping new technical; concepts quickly and utilize the same in a productive manner, multilingual with proficiency in English, Hindi, Urdu &Kannada.
* Proficient with MS office applications like Word Excel and PowerPoint
* Possessing valuable insights, keen analysis and team approach to implement best practices, adept at working in a stressed environments with strict deadlines and multiple deliverables.
* Active employee for any floor activities.
* Fast learner & Adapt well to changes.
* Highly trustworthy, discreet and ethical.
* Conversant with Internet Communication & Applications.



**ACADEMICS**

* Bachelor of business of administration (B.B.A) Regular – Passed with 68% in PES institute of management and advanced studies, Kuvempu University Shivamogga in the year 2018.
* PUC(Science) – Passed with 43% in M.D.F Pu College, Sagar in the year 2015.
* SSLC – Passed with 55% in Pragathi Composite school, Sagar in the year 2011.



**EXPERIENCE DETAILS**



Worked as a **Financial Analyst** in **Arthur J Gallagher & Co** from January 2018 to October 2019.



**NOTEWORTHY ACHIVEMENT**

* Won ‘STAR OF THE MONTH’ Award for exceptional performance for the month - March 2019
* Won ‘WOW’ Award for highest production for the months – Dec 2018 and April 2019.
* Won “Popular Choice award” in Q2 2019.

**INTERESTS AND HOBBIES**

* Travelling
* Photography
* Cycling, Swimming.
* Playing Cricket.
* Listening to Music.
* Surfing Internet.

**RESPONSIBILITIES HANDLED**



* Downloading the checks and ACH/Wire/Credit Card payments from bank websites, process the cash in respective application and notify the counter parts of exception faced while processing the payments to respective Branch.
* Analyzing aged receivables activities such as – 60 days, 90 days,

Over 1 year, unallocated cash on client’s account, Unallocated

Debits to Credits Offsets, Write off, Etc.

* Generating Positive Pay reports and upload it in bank on daily basis to prevent fraud to maintain good client and company relation.
* Account the cash to invoices billed and separate the premium payments, Commission, and return premium checks.
* Ensured all cash receipts are recorded accurately on daily basis.
* Reconciling payments with incoming bank data on daily basis.
* Once payment is received from finance company we ensure that payment is applied to client account and carrier gets paid from Arthur J Gallagher Company.
* Handling the NOC’s if client is failing to pay the regular installment payment.
* Updating and creating daily/weekly/monthly reports, share the status of the tasks through mail to the on-shore team.
* Handling the Reject Cheques by creating exception to address the respective client.
* Have trained and was mentor for new comer for Cash application process.
* Work allocation clarifying doubts and auditing of transactions processed by new comers.
* Attended AR Calls and updating the status on the process.
* Preparing MIS Report.



**COURSES & CERTIFICATIONS**

* 1 year Post graduation diploma in computer application
* 2 months Diploma Course in DIGITAL MARKETING
* Tally ERP 9
* EPIC (Cash Application tool)

**DECLARATION**



I Adhere to the information provide according to my knowledge.

**Date:**

**Place:** **(Safwan)**