**CurriculumVitea**



**YASER**

E Mail: yaser-393939@2freemail.com

**Career Objective**

To work in a challenging and competitive environment where I can practically apply and improve my Managerial Accounting Skills required from my education; experienced to add value and which would provide an opportunity for Professional Growth and Realization of Organizational Goals.

**KEY STRENGTHS:**

Able to learn new challenging concepts; workaholic; and eager to learn new things with a capacity to perform under deadline pressures on an ongoing basis with minimum supervision. Practical with systematic approach and able to handle multiple tasks/processes with Excellent Management Oral and Written Communication, Excel as well as Interpersonal Skills.

**Key Skill**

* Microsoft Office
* Computer Software
* Installation OS Repair
* Ability to work under minimum supervision
* Ability to work under pressure
* Good communication skill
* Ability to learn faster
* Ability to Co – Ordinate activities

**Experience Information**

1. (March 2016 – March 2017)
	* *Bidar, India*

**A. CE Customer Executive**

* + - * Performs general clerical **duties** to include but not limited to: photocopying, faxing, mail distribution and filing. Coordinates and maintains records for staff **office** space, phones, company credit cards and **office** keys. Creates and modifies various documents using Microsoft **Office**.
1. ( Apr 2017 – Apr 2018 )
	* + - **B. Logistics’ Executive**
			- Sells products by establishing contact and developing relationships with prospects; recommending solutions. Maintains relationships with clients by providing support, information, and guidance; researching and recommending new opportunities; recommending profit and service improvements.
2. ( May 2018 – Oct 2018 )
	* **C. IT Admin In Customer Care Service**

KYC Agent Work In Paytm Payments Bank India

1. ( Nov 2018 – June 2019 )

**D. Billing Department Coordinator**

Maintain a record of total per day Collecting Amount and reporting of Billings Department Head Which Helps and responsible of management and administration for record of OPD Bills Lab Test Fee That Paid By patients for treatment our Discharge Documents for proceeding etc

**Education Qualification**

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| --- | --- | --- |
| **Bachelor of Com, General Computer** | **:** | **Gulbarga University Gulbarga India** |
| **PUC** |  |  |  | **:** | **Pre-University Technical Education Board Bangalore** |
| **SSLC** |  |  |  | **:** | **Karnataka Secondary Education Examination Board** |
| **Passport Information** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| Passport Issue Date | : | 12-02-2016 |  |  |  |  |  |
| Passport Expiry Date | : | 11-02-2026 |  |  |  |  |  |
| **Language Known** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Language** |  | **Reading** | **Writing** | **Speaking** |
| *Urdu* |  | *Excellent* | *Excellent* | *Excellent* |
| *English* |  | *Excellent* | *Excellent* | *Good* |
| *Hindi* |  | *Excellent* | *-* |  | *Excellent* |
| **Personal Information** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Sex | : | Male |  |  |  |  |  |  |
| Height | : | 5.9” |  |  |  |  |  |  |
| Date of Birth | : | 31ST January 1991 |  |  |  |  |  |
| Place of Birth | : | Bidar Karnataka, India |  |  |  |  |  |
| Nationality | : | Indian |  |  |  |  |  |  |
| Marital Status | : | Single |  |  |  |  |  |  |

*Character Reference is available upon request.*