**AUSTIN**

**Email Id:** **Austin-397387@gulfjobseeker.com**

**OBJECTIVE:**

Seeking a deserving profile, where I can deliver my expertise & innovative skills, while maintaining the integrity & work ethics of the working environment. Thereby maintaining the reputation of the organization.

**EXPERIENCE SUMMARY :**

**Back Office Executive (Feb 2016 Feb2020)**

* Creation of Billing, Invoice & order entry.
* Quoting price based on the parameter of price quotation (Eqp) in Macro level (dollars), calculations & adjustments.
* Usage of FedEx & UPS sites for calculation of transit days, price & weight.
* Usage of Google in vast level to pull-out the information of customers.
* Preparation & submission of all different kinds of MIS report & usage of outlook Mail box (chat & official).

**CITIBANK CUSTODIAL SERVICES**

**Back office assistant (March 2011-May 2012)**

* Creation of services Tax invoice bills for every client and updating MIS updating tracker sheet.
* Updating Client Annual Report & Important docs in CITRIX based application central image.
* Handling the Annual Report operations for the FII & Domestic country clients.
* Coordination with the correspondent and handling the Emails & queries of the correspondents
* Creation of bills for FII, Domestic & Global Clients for every month.
* Usage of page break macro in excel sheet for bill creation for every global client.
* Creation of NSDL & CDSL bill charges for safe keeping of securities with our custody.
* Generating Clients Scrip Code in Secore (Worldwide Securities Software) & Putty.

**TRESMODE by Kavis Fashion Ltd**

**Sales Executive (May 2010 to December 2010)**

* Billing & MIS report regional office. Inventories & Scanning barcodes.
* Handling the walking customers and meet their needs.
* Handling telephonic activities & follow-up with customers.

**ACADEMIC DETAILS:**

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|  | **Qualification** |  | **Institution** |  | **University Board** |  | **Year of Passing** |  |  |
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|  |  |  | Aloysius E. |  |  |  |  |  |  |
|  | B.Com |  | College |  | Mangalore university |  | 2009 |  |  |
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|  |  |  |  |  |  |  |  |  |  |
|  | Diploma |  | Aloysius E. |  |  |  |  |  |  |
|  | (Business |  | College |  | Mangalore university |  | 2009 |  |  |
|  | computer) |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  | H.S.C (12th) |  | Govt. College, |  | Mangalore university |  | 2006 |  |  |
|  |  | Byndoor |  |  |  |  |  |
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|  | S.S.C (10th) |  | Govt. College, |  | Mangalore university |  | 2004 |  |  |
|  |  | Byndoor |  |  |  |  |  |
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**PROFESSIONAL ATRIBUTES:**

* I possess complete ownership of the roles & responsibilities assigned to me.
* Flexible team player who thrives in environments requiring ability to effectively prioritize & juggle multiple concurrent tasks.
* Proven relationship-builder with unsurpassed interpersonal skills.
* To take decisions at crucial stages in personal & professional life has been a key to my success.

**APPRECIATION AWARDED:**

* Honored as Star Performar month of July 2017 & March 2018.
* Witness to Excellence award for business management & Auditing.

**COMPITENCE & SKILLS:**

* Communication & Analytical skills
* Good Typing Skill
* Public speaking
* Leadership
* Problem solving
* Decision making

**PERSONAL DETAILS:**

* **Date of Birth:** 27-10-1988
* **Languages :** English, Hindi, Marathi, Kannada, Konkani

**DECLARATION:**

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

**Place:**

**Date:**

**(AUSTIN)**