

RESUME

B ATHAOULLAH
N0.12/72,moogambikai nagar,3rd cross street,kovur,kanchipuram,
Chennai-600128.
MOBILE:9840912708
EMAIL:syedah_1989@yahoo.co.in

CAREER OBJECTIVE:

To work in a high profile organization, use my skills and strive hard to discharge my entire ability to grow along with the growth of the concern.

ACADEMIC QUALIFICATION:

Education	School / College	Board / University	Year of Passing
X	ST. THOMAS HR.SEC SCHOOL CHENNAI	State Board	March 2004
XII	NEHRU GOVT BOYS HR SEC SCHOOL CHENNAI	State Board	March 2006
B.B.A COMPUTER APPLICATION	TAMILNADU OPEN UNIVERSITY CHENNAI	MADRAS UNIVERSITY	2008 to 2011 (Correspondence)
FOUNDATION PROGRAM	ANNAMALAI UNIVERSITY	ANNAMALAI UNIVERSITY	May 2012

TECHNICAL QUALIFICATION:

D.C.A DIPLOMA IN COMPUTER APPLICATION

(Word, Excel, Powerpoint, Internet & Emailing).

WORKING EXPERIENCE: 12+ YEARS as per the details mentioned hereunder

ORGANISATION:

1. **M/s.Heidelberg India Pvt Ltd : 3 Years 2008 to 2011** as “Office Assistant” handling ADMIN Work / Bank Related / Dispatch Clerk / Documentation maintaining / Stationery etc.
2. **M/s.Writer Safeguard pvt ltd (Cash Collection Executive) -: 4 Years 2011 to 2015 as “Collection Agent”** including :
 - a. Funds Forecasting / Collection for day today operations from Customers / Dealers / Distributors.
 - b. MIS Reporting Internally & Externally [including Banking Sectors]
3. **M/s.Sabanko Technologis Pvt Ltd : 2 Years 2015 to 2017** as Handling B2B Delivery Incharge. Includes local Delivery & Pick up from various Clints with a team of 7 members.
4. **M/s.Tricog Health India Pvt Ltd :2 Years 2017 to 2019** as Field Service Executive includes :
 - a. Tricog TELE ECG Devices and related product delivery to customers [Hospital & their branches].

- b. Handled complete installation process of tele ECG all hub [Main Hospital] & spoke [Branches].
- c. Complete training to all related people at hub [which is the main centre] TELE ECG & spoke.
- d. Handling of all tele ECG field Complaints within 4 to 8 working hours depending on Distance.
- e. One Door Stop for my customer & organization with utmost satisfaction for both
- f. Continuous Cold calls with all hub & spoke customers.
- g. Responsible for Month billing submission & payment collection from our customers.

5. **M/s.Genworks Health Pvt Ltd : 2 years 2 months 2019 to 2021** as “PRODUCT Specialist” taking up the following responsibilities:

- a. Key Responsible for managing Apollo Group of Hospitals PAN INDIA with respect to TELE ECG & INVIt Products [Payment Collection]
 - i. As of now 20 + Major Apollo Hospitals having TELE ECG Experts & 200 spokes PAN INDIA
 - ii. Non Apollo : As of now 25+ having TELE ECG Experts
 - iii. Approx Per Month Billing: Rs.15L and Collections accordingly.
 - iv. MIS Reporting to HUB & Spokes Customers including Invoicing / ensure payment collection as per agreed TIMELINE.
 - v. Handling INVIt Collections [different Group] approx. Rs.50L per month by completing needed formalities. Ensuring collections are being done as per the agreed Time lines
 - vi. Got various appreciations from Management team on timely collection by way of letters / rewards.
 - vii.

6. **M/s.Tricog Health India Pvt Ltd :2 Months 2023** as Customer Relationship Executive includes :

- a. Tricog TELE ECG Devices and related product delivery to customers [Hospital & their branches].
- b. Handled complete Expansion process of tele ECG all hub [Main Hospital] & spoke [Branches].
- c. Complete training to all related people at hub [which is the main centre] TELE ECG & spoke.
- d. Handling of all tele ECG field Complaints within 4 to 8 working hours depending on Distance.
- e. Continuous Cold calls with all hub customers.
- f. Responsible for Monthly payment collection from our customers.

PROFILE:

Date of birth : 26/04/1989
 Sex : Male
 Marital status : Single
 Father's name : Mr.I.BABUSAIT
 NATIONALITY : INDIAN
 RELIGION : MUSLIM
 Languages known : English, Tamil, Urdu, and Hindi.
 Hobbies : Playing cricket, Listening Music & Reading Books.

DECLARATION:

I hereby declare that all the above information given is true to the best of my knowledge and belief.

DATE:

PLACE: CHENNAI

YOUR'S FAITHFULLY
(B.ATHAOULLAH)