

RESUME

PERSONAL DETAIL

Name : **MAHAMMAD MUFEED M. GORIYA**

Postal Address : House No. 3, 1st Floor,
Gazali - 4 Appartment, Nr. Torrent Power,
Shahpur, Ahmedabad – 380 001.

Mobile : **+91 94270 27943**

Email ID : mgoriya221@gmail.com

Date of Birth : 1st May, 2001

Height : 5.8"

Weight : 62

Nationality : Indian



EDUCATIONAL QUALIFICATION

| NO. | EXAMINATION | BOARD / ORGANISATION | YEAR |
|-----|-------------|----------------------|------|
| 1 | S.S.C. | GSEB | 2016 |
| 2 | H.S.C. | NIOS | 2019 |

WORK EXPERIENCE

- Worked in a Private Limited Travel Agency as a Freelancer for 10 Months (2019-20).
 - ▶ Line of work & Responsibilities → Office work & Computer operator.
- Working as a Sr. Back office Executive in Simran Management Services from September 2019 to Current Date (February 2023).
 - ▶ Line of work → **RCU / FCU**
 - ▶ Responsibilities → Reporting to the Back Office Manager and assisting with various administrative duties such as Managing Daily MIS and closing of daily cases within the expected TAT.
 - ▼ Portfolio Handled by me are as per below.
 - I. Max Life Insurance (Since September'2019 to December'2021)

- II. Union Bank AL (Since November'2019 to September'2021)
- III. IndiaBulls HL (Since January'2022 to December'2022)
- IV. Aavas Finance HL (Since August'2022 to December'2022)
- V. Hero Fincorp UBL & LAP (Since January'2023 to March'2023)

STRENGTHS & KEY SKILLS

- Enthusiastic and hardworking.
- Teaching & Reliable
- Communication Skill
- Good Problem-Solving Skills
- Knowledge of MS Office & Good Typing Speed with Accuracy
- Administrative Skill

OTHER DETAILS

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|----------------------------|-----------------------------|
| Father's Name | Mahammad Siraj A. Goriya |
| Mother's Name | Zuveriya M. Goriya |
| Languages Known | English, Gujarati & Hindi |
| Passport No. | T 6 3 7 3 1 5 1 |
| Driving license No. | GJ01 20200004294 |
| Aadhar No. | 8144 9976 7872 |
| Pan No. | CZIPG 6701 R |
| Current Status | Studying in the field of IT |

DECLARATION

- I hereby declare that the information provided above is correct to the best of my knowledge.

Regards,
(MUFEED M. GORIYA)