



## MY CONTACT

+91 8686220436.

hafeezpasha7389@gmail.com

H.NO – 10-1-2/3/A/2, NEAR AP  
MAHESH BANK, FATHENAGAR,  
BALANAGAR.  
HYDERABAD. 500018. TELANGANA  
INDIA.

## ACHIEVEMENTS

- Osmania university inter college tournament for Men & Women
- Certificate of participation in student development program [ crafting your career ] place IBS Bangalore.
- Organize event and activity outdoors in college fest and meetings.

## HOBBIES'

- Gym
- Swimming, sports activity and indoor games.
- Volleyball, tennis, cricket.
- Adventure activities.

## PERSONAL DETAILS

- Name: Mohammed Hafeez Pasha
- Name: Mohammed Ghouse Pasha
- DOB: 13/12/1997
- Marital status: UN Married
- Languages: English, Hindi, Telugu, Urdu.
- Availability: Immediate joiner
- WhatsApp: 8686220436.
- LinkedIn: ha-Feez-pasha-a3212316b

# HAFEEZ PASHA      BCom.

## WHERE OPPORTUNITY BECOMES REALITY.

### Financial services operations & Account Management.

#### ABOUT ME

Dedicated and passionate to explore new skills in the organization to expand my learnings, knowledge, and skills. secure a responsible career opportunity to fully utilize my trainings and skill, while making a significant contribution to the success of the company.

#### EDUCATION

**Avinash college of commerce, Osmania University Hyderabad. TS.**  
Completed my graduation in 2022. Full time regular, [ B Com ] 7.25 : CGPA. ACC, Kukatpally, Hyderabad, Telangana. 500072, India.

**Gauthami Junior College, TSBIE.**

Intermediate CEC - 70% IDPL Chintal, Hyderabad - 054.

**Patmos High School, TSBSE.**

6.5 CGPA, Fathenagar, Hyderabad -018.

#### WORK EXPERIENCE

**MEDI ASSIST HEALTHCARE SERVICES INDIA PVT LTD, HQ Bangalore.**  
**2<sup>nd</sup> FLR 3<sup>rd</sup> Block, White House, Begumpet, Hyderabad-16 TS, India.**

October 16/10/2023 to till date - 08/05/2024

Financial Analysts Account management, Data management.

- Primarily Responsible to handle the email's rectify financial transactions through software apps.
- Responsible for maintaining the records of financial transactions.
- End to End responsibility from raising of the payment.
- Meeting day to day targets and completing allocation/pending works from the excel sheet allocated by manager.
- Follow up for client's email tickets
- Weekly two days handling corporate meetings and visiting corporate.
- Reported to manager & senior manager and also AVP on weekly basis.

**SS&C FIN TECH SERVICES INDIA PVT LTD, SS&C TECHNOLOGIES, HQ Windsor, USA.**  
**5<sup>th</sup> FLR, B BLOCK, Q city, Gachibowli, Hyderabad-500032, TS, India.**

April 06 -2022 - June 08-2023.

Associate Financial Services Operations.

Alternative Investment solutions AIS / REIT. Financial Data Management.

- Carried out day to day processing with the software tools for accuracy and accurate.
- Meeting day to day targets and completing allocation/pending works from the excel sheet allocated by manager.
- Maintain client data and their records [ update KYC] and change of address, email & phone number.
- Client deceased change of investor name and also transfer the shares/ fund to individuals accounts on client personal request.
- Respond to client Email's and concerns in a timely manner.
- Night shift [ extra hours as per business requirements ].

## **FLIPKART INDIA PVT LTD. INTERNSHIP.**

01-06-2020 - 01-09-2020 Hyderabad.

3 Months Internship in operations logistics and supply chain management.

### **TECHNICAL SKILLS**

- Ability to influence, inspire and lead from any role
- MS Excel / Word
- Social media Networking Communications
- Knowledge in KYC.
- Citrix and TA 2000, 3270 RUMBA, VMWARE & FRESHWORKS and other company software's APP'S
- Alpha numeric 25 /28 WPM
- Mails communications.

### **ADDITIONAL SKILLS**

- Work within budget
- Consistently Generates high quality work
- Solve business problems through team work
- Team handling and training Skills
- Eager to grow and learn
- Good interaction with clients
- Supportive team player
- Traveling 100% In state, Domestic, International.

### **DECLARATION**

I hereby declare that the information furnished above is true to the best of My knowledge and belief.

**DATE:**

**PLACE:**

MOHAMMED HAFEEZ PASHA  
Thanking you.

### **BELOW ARE MY UAN DETAILS**

NAME = MOHAMMED HAFEEZ PASHA

MOBILE NUMBER = 8686220436

UAN NUMBER =

PAN NUMBER =

AADHAR NUMBER =