

# **KHURSEED AHMAD**

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Andheri - Kurla Rd, Mariyman Nagar, Greater Indra Nagar,  
Andheri East, Mumbai, Maharashtra 400059

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## **CAREER OBJECTIVE:**

To work in an organization which provides me with ample Opportunities to enhance my skills and knowledge along with contributing to the growth of the organization.

## **QUALIFICATION:**

<b>Course / Degree</b>	<b>Institute / Board</b>	<b>Year of Passing</b>	<b>CGPA/Percentage</b>
B.A.	Allahabad State University	2021	49.22%
12th	UP Board	2017	50.80%
10th	UP Board	2015	64.83%

## **COMPUTER SKILLS:**

- Completed Successfully CCC – Basic Computer Course (MS Word, MS Excel, MS Power Point etc.)
- DCAA (Tally with GST), Advance Excel (VLOOKUP, Pivot Table etc.)

## **WORK EXPERIENCE :**

Worked as a **Back Office Executive** in **Avanse Financial Service Limited** From **17 Jan'23** to **31 Jan'25**

### **Key Responsibilities:-**

- Data Management
- SP (Specified Person) Creation(Collecting data from Candidates> Generating URN through bulk upload> Conducting training> Conducting examination> Generating SP certificate)
- SP Register
- Complaint Register
- Coordinating with Seniors & Communicating with them through Mails on daily basis

## **PERSONAL PROFILE:**

- Date Of Birth : 13/05/2000
- Marital Status : Single
- Nationality : Indian
- Known Language : Hindi, English, Urdu
- Father's Name : Bashir Ahmad

- Mother's Name : Parmeen Jahan
- Blood Group : A Positive

**PERSONAL STRENGTHS:**

- Focused & Hardworking
- Always excited to learn more
- Self-Motivator
- Humble and Cool mind
- Positive Attitude

**HOBBIES & INTEREST :**

- Socializing Community Work
- I like play with children
- Solving Mathematics
- Playing Cricket

**DECLARATION:**

I hereby declare that all the details furnished above are true to the best of my knowledge and belief.

**DATE:** 10-Aug-2025

**PLACE:** Mumbai

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