

KHURSEED AHMAD

📍 Andheri East, Mumbai, Maharashtra 400059 | 📞 +91 6394237299 | ✉ khurseedahmad935@gmail.com

CAREER OBJECTIVE

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

EDUCATION

B.A. | Allahabad State University, 2021 | 49.22%
12th | UP Board, 2017 | 50.80%
10th | UP Board, 2015 | 64.83%

TECHNICAL SKILLS

- CCC – Basic Computer (MS Word, Excel, PowerPoint)
- DCAA (Tally with GST)
- Advanced Excel (VLOOKUP, Pivot Table, etc.)

WORK EXPERIENCE

Back Office Executive | Avanse Financial Service Limited

Jan 2023 – Jan 2025

Key Responsibilities:

- Data Management
- SP Creation (Data collection, URN generation, training, examination, certification)
- Maintaining SP & Complaint Registers
- Coordinating with seniors & daily communication via emails

PERSONAL STRENGTHS

- Focused & Hardworking
- Self-Motivated
- Positive Attitude
- Humble and Calm
- Always eager to learn

HOBBIES & INTERESTS

- Social Work & Community Engagement
- Playing Cricket
- Solving Mathematics
- Spending time with children

PERSONAL DETAILS

Date of Birth: 13 May 2000 | Marital Status: Single | Nationality: Indian

Languages: Hindi, English, Urdu | Blood Group: A Positive

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