

### **CAREER OBJECTIVE:**

Seeking a challenging position in a company that would make effective use of my existing skill set, my goal is to grow with my company and acquire additional skills.

### **EDUCATIONAL QUALIFICATIONS:**

- M.com. Part-2 (Accountancy) from Mumbai University in the year 2018 with 46%
- M.com. Part-1 (Accountancy) from Mumbai University in the year 2017 with 50%
- B.com. Final, K.B Girls College of Arts & Commerce in the Year 2015 with 65%
- High Secondary from K.B Girls College of Arts & Commerce in the Year 2012 with 66%
- High School from Abdullah Patel in the Year 2010 with 63%

### **ADDITIONAL QUALIFICATIONS:**

- Advanced Excel (VLOOKUP, HLOOKUP, PIVOT TABLE, SUMIF, COUNTIF, CONCATENATE)
- MS-CIT with 54% from Govt. of Maharashtra in the year 2011.
- Tally Erp 9.0 with A grade from ISO 9001-2008 Certified in the year 2016.

### **WORK EXPERIENCE:**

- 1) **Organization :** FIS Payment Solutions and Services India Pvt. Ltd. Hiranandani, Powai.  
**Period :** 19<sup>th</sup> November 2018 to 22<sup>nd</sup> July 2019  
**Designation :** Backend Operation (Email Support)

#### **Responsibilities:**

- Retrieving footages from ATM as per Bank request (Fraud case, Skimming device, Cash not dispensed, Etc)
- If not found footages while retrieving same logging call with ATM MSP(NCR, Diebold, AGS) via mails.
- Down call assigning to local engineer and following till closure via mails.
- Taking follow-ups till closure via mails whether call rectified by SLM engineer or requesting part which either AMC or chargeable.
- Installation of DVR & Spares.
- Recorded all incidents in appropriate log books.
- Complete knowledge of DVR (Digital Video Recording) in ATM.

- Good in Co-ordination with Vendors & Team members.
- Sharing daily & Monthly MIS reports to respective Team Leader, Manager & Bank.

2) **Organization :** SS&C GlobeOp Financial Services India Pvt.Ltd. Mindspace, Airoli.

**Period** : 05<sup>th</sup> January 2017 to 13<sup>th</sup> April 2017  
11<sup>th</sup> January 2018 to 29<sup>th</sup> March 2018

**Designation** : Backoffice (Temp Staff)

**Responsibilities:**

- Preparing Financial Statements from MS-Excel to MS-Word with good presentation.
- Maintaining MIS Excel.
- Analyze, design, implement and manage computerized information systems in an organizational environment through MIS.
- Good in Co-ordination with Manager & Team members.
- Sharing daily reports to Manager for maintaining data.
- Submitting Financial Statements to Auditors for Auditing.

**KEY SKILLS:**

- Confident and optimistic towards hard work.
- Ability to handle manpower.
- Good team player.

**ABOUT MYSELF:**

**Mailing Address** : 103/B-1, Sahyog Complex, Talao Pali Road,  
Shimla Park, Kausa- Mumbra 400612.

**Date of Birth** : 04<sup>th</sup> November, 1993

**Religion** : Islam

**Gender** : Female

**Languages known** : English, Hindi, Marathi & Urdu

**Marital Status** : Single

**Hobbies** : Playing Indoor & Outdoor games, Internet Surfing,  
Travelling & Listening Music

**DECLARATION:**

I hereby declare that the above information particulars are true to the best of my knowledge and belief.

**Place:** Mumbra

**Date:**

**(Farzeen Kazi)**

