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| |  |  | | --- | --- | | MAHA JABEENPresent contact no: Mobile: 8123433546 Address #166,6TH MAIN ROAD 5TH CROSS K.M. COLONY SIDDAPURA JAYANAGAR 1ST BLOCK BANGALORE – 560011. Personal Details Age:  31  Nationality  Indian  Marital Status  Married  Father’s Name  Late Mr. Abdul Gaffar Baig  Languages Known  English, Urdu, Hindi, Kannada | E-Mail ID: mahajabeen1991@gmail.com  Objective  To pursue a challenging career and to be a part of progressive organization that gives and to reach the peak in that field with sheer, dedication and hard work, scope to enhance my knowledge and skills.  Educational Background  **Bachelor of Commerce (B. Com)**  BET College from Bangalore University, Graduation Completed in 2013  Summary  2 Years of experience as Senior **Process Analyst** in MNC  Work Experience)  **Account receivable** (AR), CAPGEMINI May 2014 – May 2016   * Accounting in SAP & clearing AR Payment collection received from Bank Statement on daily Basis. * Following up for Unallocated remittance issue with country * Following the Process AR activity with crystal clear guideline for accuracy. * Preparing Cash Sheet summary and presenting the Dash Boards for multiple locations on monthly basis to the Client * Learnt multiple countries activities within a span of 2 years which helps the Team during contingency * Prepares Team productivity report such as PROMPT report for analysing the Team productivity * Providing cash sheets to the on shore for multiple countries * Preparation of different reports like unallocated Cash advance reports and sending across to the client which helps to increase AR% for location Sales * Analysing the process hiccups and resolving the same by providing various solutions and cascading the information to the Team members * Grooming and guiding the Team members * Mentoring and driving performance on the floor * Training new joiners and ensuring to understand the process depth   Achievements:   * Got promoted as Senior Process Analyst * Achieved performer of the month.   Technical Skills  Working knowledge of Basic PC skills with Windows Environment and MS Office products.   * Operating Skills - ERP SAP   Windows 95, 98, 2000, XP & MS Excel  My Strength   * Ability to work in a team & motivate Team Members * Ability to learn from own mistakes & from others mistakes * Build & Maintain Relationship in Team * Can work under any kind situations.   Hobbies   * Travelling & reading books   I hereby declare that the information’s furnished above are true to the best of my knowledge and belief.  Maha Jabeen  Bangalore  91+8123433546  Mahajabeen1991@gmail.com | |