

CURRICULUM VITAE

NAME: JAVED ASHRAF MULLA

jmulla24@gmail.com

Mobile: 91-7507212089

CAREER OBJECTIVE :

Seeking an opportunity in the field of Banking & finance, wherein I can extend my skills and gain professional experience to the best of my potential and enhance them further.

PERSONAL SKILLS:

- Effective management and multi-tasking skills.
- Ability to work under pressure with a calm state of mind.
- Dedicated to constant improvement and innovation.
- Ability to handle confidential and sensitive matters.

EDUCATIONAL QUALIFICATION:

DEGREE	UNIVERSITY/ BOARD	School/ College	YEAR
B.com	Pune University	Shiv Chatrapati College	2011
H.S.C	Pune Board	Vasantrao Sanas JRCollege	2008
S.S.C	Pune Borad	Yashwant Vidayalya	2006

Extra Curricular Activity

- Participated in various events & seminars in college
- Participated in NSS Camp.

Experience(1)	
Company Name	Yashwantrao Chavan Open university Regional Center P.une
Designation	Data Entry Operator
Duration	SEP 2012 to JAN 2013
Location	Sadashiv Peth Pune

Experience(2)	
Company Name	Kotak Mahindra Bank Ltd
Department	Operation Trade Finance
Designation	Associate
Duration	Feb 2016 to Aug 2018
Location	Pune

Experience(3)	
Company Name	Kotak Mahindra Bank Ltd
Department	Operation Trade Finance
Designation	Assistant Manager
Duration	Sep 2018 to Present
Location	Pune

Job Responsibilities:
<ul style="list-style-type: none"> ➤ All RTGS/ FT/Cheque book requests for corporate clients processed promptly. ➤ Handling all standing instruction RTGS/ FT effected. ➤ Maintain a proper record of all standing instruction. ➤ Handling all online Tax payments. ➤ All stop payment requests received during the day upon without delay & stop payment confirmed. ➤ Pay order and DD's to be issued at the request of the customer and stickers to be affixed. ➤ Maintain secured stationery register. ➤ Maintain Remote cheque / DD printing register. ➤ Maintain inbound courier register. ➤ MIS report shared with CMS Team for remote cheque printing. ➤ Handling Export Bill Lodgment collection dispatch/ Non dispatch dox. ➤ All Cheques returned by clearing handed over to client. Or back to clearing for re-presenting. ➤ Handling Import Bill Lodgment LC / collection.

Professional Qualification :

- Advanced Course in Accounts & Finance viz. **Certified Industrial Accountant Plus** through “**The Institute Of Computer Accountants**”, Pune- An ISO 9001 Certified Institution

Technical Qualification :

- Tally ERP 9.0
- MS- CIT

**PERSONAL
INFORMATION:**

Name:	JAVED ASHRAF MULLA
Father's Name:	ASHRAF BADASHA MULLA
D.O.B:	25 th July 1990
Permanent Address:	Sr. 107/ 1 /1, Shiv Appt Flat No 13 Raykar Nagar, Dhayari Pune 411041.
Sex:	Male
Marital Status:	Married
Present address:	As Per Above
Contact Number:	Mobile: 91-7507212089
Nationality:	Indian
Languages:	Hindi, English, Marathi
Alternate Email Id:	jmulla24@gmail.com

DECLARATION:

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

DATE :
PLACE: PUNE

(Javed Ashraf Mulla)