

MEHARVAN KHAN

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Objective

To acquire a professionally challenging career in a reputed Organization and prove my ability to improve my skill and system.

Summary of Qualifications and Skills

- *More than 13 years of experience in **Service Industry***
- *Team person.*
- *Quick learner*
- *Able to handle multiple tasks simultaneously.*

Experience Summary

Experience more than 13 years in commercial Aspects by applying analytical and logical solutions in Modernised electricity billing & revenue realization process.

Current Employment

*Presently working with **TATA Power Delhi Distribution Limited** at Sakti Nager districts **Back Office** (which is Tata Power office) on behalf of New Horizons cyber soft Ltd.*

***TATA Power Delhi Distribution Limited** (A Joint venture of TATA Powers and Delhi Govt) is One of India's Leading Distribution Company involved in Power Distribution for about 10 lakh consumers in North Delhi.*

Department: Meter Reading Group

Designation: In-charge

Duration: Dec.2004 to Aug-2020

(A) Current Assignment with MRG (Meter Reading Group) as a Executive :

- *Assignment involves monitoring of billing for all the 8 Cycles and meter reading activities of stopped cases those were stopped at the time of billing and centralized planning, organizing, directing and coordination for billing and bill distribution processes & activities for all **1 million** consumers of NDPL in coordination with different outsourced agencies*
- *Ensuring timely receipt of bills from bill printing agency and verification of quantity and quality, ensuring their timely delivery and complying terms of contracts with involved agencies as per Contract Act. And initiating penal actions, where needed.*
- *Ensuring timely receipt of PODs (Proof of Delivery) for all bills from Bill Distribution agencies & Preparation and updating of monthly "MIS" as per schedule.*

- *Receiving bill distribution reports - after completion of distribution of billing cycles by agencies, ensuring quality of bill distribution as per schedule and sharing information of billing cycles with related departments for other quality checks.*
- *Receiving and analyzing of the billing reports, bill distribution reports and taking preventive & corrective steps regarding any malfunctioning or mismanagement from agency's side related to processes.*

(B) Prior assignment with MRG (Meter Reading Group)

Resolution OF:

- 1) *Doubtful meter Reading/high consumption cases*
- 2) *Meter change cases*
- 3) *Reading rejection cases*
- 4) *Identifying correct meter faulty cases*
- 5) *High MDI/wrong MDI cases and high PF (power factor)/wrong PF cases*
- 6) *Resolving Nil consumption/zero consumption cases*
- 7) *Releasing/Billing those case which were stopped at the time of billing due to any reason such as PL, NM, NR, SF, HC and ensuring that all the bills should be billed on the correct reading*
- 8) *Resolving the cases stopped by Billing Quality Group and also communicating with all the meter reading agencies in respect various follow up sent to them regarding reading confirmation*
- 9) *Meter Reading Download Upload Through (CMRI)*

Previous Assignment

Three Year worked as a Data Analyst with Datagen Power System (P) Ltd,(Datagen a is Sister concern of Secure Meter Company) in the Electronic Data Processing (EDP) Department on Meter Reading Project of NDPL & BSES

Academic Profile

*10th From U P
ITI Electrical .*

Computer Literacy

- *One Year Diploma in Computer Application*
- *Working knowledge of MS-Office, Internet & E-mailing, and Power Point, Sql Plus*

Personal Details

<i>Name</i>	:	<i>Md Meharvan Khan</i>
<i>Date of Birth</i>	:	<i>15 July, 1990</i>
<i>Father's name</i>	:	<i>Sh.Reyaz Khan</i>
<i>Address</i>	:	<i>P-58/8 Basant Reng colony, Dehli.</i>
<i>Religion</i>	:	<i>Musslim</i>
<i>Natiolity</i>	:	<i>Indian</i>
<i>Marital Status</i>	:	<i>Married</i>
<i>Language Known</i>	:	<i>Hindi,English,</i>

Place:

Yours faithfully,

Date:

(Mdmeharban)