



Saad
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Personal Details

Date of Birth: 19/03/1999

Nationality: Indian

Marital Status: Single

Skills

- Analytical Skills
- Problem Solving
- Team Player
- Strategic Thinking
- Critical Thinking

Billing professional with 2.8 years' experience and a proven track record in financial management and billing accuracy. I am known for improving billing procedures and resolving discrepancies efficiently. Reliable team collaborator focused on achieving results and adapting to changing needs, with keen eye for detail and problem-solving skills.

Work History

2022-04 - 2024-12	Billing Associate <i>Apex Fund Services LLP, Bengaluru</i> <ul style="list-style-type: none">• Assisted in Global Collection for regions such as China, Abu Dhabi, Cayman, Throgmorton, Holtara, Charlotte, Atlanta, and Uruguay• Generated aging reports and collaborated with management to improve collection processes• Addressed customer queries and maintained excellent client relationships to resolve issues and minimize overdue payments• Assisted with invoice creation, cash application, and reconciliation processes, ensuring accuracy and meeting deadlines• Performed billing & Invoicing with the support of System and Manual• Supported the transition to Workday Financial Management from Salesforce, aiding in the creation of invoice processes and reporting for the finance department• Collaborated with other departments to resolve billing and invoicing issues• Issued credit notes for incorrect billing & invoice cancellation• Maintained daily invoice requests• Identified opportunities for process improvement and efficiency in billing operations
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Internship

Wall Street Advisory, Bengaluru
Technical & Fundamental Analysis – International Commodities and CFD Markets

- Financial Analysis
- Financial Force
- Reconciliation
- Cash Management
- Salesforce
- Workday
- Accounts Receivable
- Customer Relationship Management
- Billing Processes
- Foreign Exchange Markets
- Microsoft Excel
- Coordination Skills
- Tally Prime

Languages

English

Kannada

Hindi

- Gained in-depth knowledge of the foreign exchange market and commodities trading.
- Trained for 8 weeks in currency market trading, acquiring hands-on experience through a demo account.
- Analyzed fundamental, technical, and sentiment indicators for effective trading.

Education

2022-07	MBA Finance <i>Jain University - Bengaluru, India</i>
2020-06	Bachelor of Commerce <i>Manipal University - Bengaluru, India</i>