



Saad Ismail

Contact

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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

Apex Fund Services LLP, Bengaluru

- 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

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

Jain University - Bengaluru, India

2020-06

Bachelor of Commerce

Manipal University - Bengaluru, India