

# MOHAMMAD FAYAZ HUSSAIAN

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## CAREER OBJECTIVE:

To work for an organization this provides me the opportunity to improve my skills and knowledge to growth along with the organization objective.

## ACADEMIC PROFILE:

Level of Education	Name of Institution	Board or University	Year of pass out
BCOM.CA	Gandhi memorial degree college	Satavahana University	2016
INTERMEDIATE	Gandhi memorial junior college Telangana.	Board of intermediate Education, Andhra Pradesh.	2013
SSC	Krishanaveni talent school, Telangana.	Board of Secondary Education, Andhra Pradesh	2011

## TECHNICAL SKILLS:

- DCA
- Excel
- Vlookup
- Pivot Table
- Debt Recovery
- Negotiation
- Legal Compliance
- Relationship Management
- Data Analysis
- Communication
- Financial Counseling
- Microsoft Excel
- CRM Software (mention specific software if applicable)

## **EXPERIENCE:**

### **I-PROCESS SERVICES INDIA PVT LTD (Client: ICICI Bank) April 2023 –Till Now**

- Preparation and Presentation of Daily, Weekly and Monthly reports, Taking care of all reporting parts and distributing the reports to the External and internal clients, text formulae, sort, group, ungroup, subtotal, Reference, Data Management with Access.
- Effectively communicated with clients via phone, email, and written correspondence to resolve outstanding debts.
- Prepared and analyzed aged accounts receivable reports to prioritize collections efforts.
- Initiated and managed repayment plans, settlements, and negotiated favorable terms with clients to maximize collections.
- Coordinated with internal departments to verify and update customer information.
- Stayed updated with relevant financial laws and regulations to ensure compliance.
- Consistently met or exceeded monthly and quarterly collection goals.
- Provided excellent customer service and resolved disputes to maintain positive client relationships.
- Generating & maintaining day to day MIS Data and updating the management.
- Generate timely and accurate reports for analysis. Handling the back end operations works. Quick Responding to support requests in client and via telephone and email.
- Reconcile actual activities against reported activities

### **K-Fintech Technologies (March 2022 –March 2023)**

- Preparation and Presentation of Daily, Weekly and Monthly reports, Taking care of all reporting parts and distributing the reports to the External and internal clients, text formulae, sort, group, ungroup, subtotal, Reference, Data Management with Access.
- Generating & maintaining day to day MIS Data and updating the management.
- Preparing mutual funds report Bankaum report. Preparing unit holding reports.
- Created database reports for management evaluation.
- Generate timely and accurate reports for analysis. Handling the back end operations works. Quick Responding to support requests in client and via telephone and email.
- A transaction is generate or modify and retrieve transaction of investor
- Reconcile actual activities against reported activities

## **ACHIEVEMENTS:**

Won first prize in **CRICKET AND KABADDI** at school level.

## **OTHER ACTIVITIES:**

- Participated actively in blood donation, health camp, Swatch Bharathcamps etc.

**PERSONAL PROFILE:**

<b>Fathers Name</b>	:	MOHAMMAD GOUSE
<b>Date of Birth</b>	:	20-04-1995.
<b>Marital Status</b>	:	Unmarried.
<b>Languages Known</b>	:	Urdu,Telugu, English, Hindi.
<b>Religion</b>	:	Muslim.
<b>Nationality</b>	:	Indian.
<b>Address for Communication</b>	:	House No: 20-5-255/1, Gandhinagar, Godavarikhani, Peddapalli, Telangana, Pin Code : 505209

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