**Curriculum Vitae**



**KHADER YASEEN PASHA**

# 1067

6th CROSS

1st Main Left side

R.K Hegde Nagar

Bangalore-560077

*E-mail-id: khaderyaseenpasha@gmail.com*

*Mobile:* **+91-7411760712**

**Career Objective:**

Seeking a career in an organization that encourages continuous learning so as to achieve professional and personal growth along with the organization and contribute better each time.

**PROFESSIONAL EXPERIENCE:**

**Organization : Savebyswitching Global Solutions**

**Designation : Senior Market Intelligence Analyst**

**Duration : May 2018 to Nov 2019**

**Job Responsibilities**

* Daily tracking of competitor pricing and channel promotions.
* Ensuring inputs are accurate and all reports reconcile real-time market view.
* Suggests Improvement on process and potential development.
* Identify errors and anomalies along with practical solutions.
* Identify, report and request missing tariff data from suppliers.

**Skills and Experience**

* Excellent numerical & analytical capability.
* Highly proficient with MS Excel, MS office (Mainly Excel, Word and PowerPoint).
* Excellent attention to detail and data input accuracy.
* Experience in previous market intelligence/research role highly desirable or relevant experience in Market.
* Strong communication skills both written and verbal.
* Strong analytical background with demonstrable problem-solving skills.
* Experience of working with Large Spreadsheets.
* Comfortable in working with both qualitative and quantitative data/information.
* Self-driven and be able to work under minimal supervision.
* Good Multi-tasking and decision-making skills.

**Organization : Capita India Pvt Ltd.**

**Designation : Senior Executive**

**Duration : March 2014 to May 2018**

**Job responsibilities and Skills**

* Working in Losses (Final Invoicing) team.
* We work on objections where we have to raise objections if customer tries to leave company without clearing outstanding debt.
* To final invoice the Customer in an appropriate way.
* We work on E-mails to support onshore team to raise or remove objections.
* To find any discrepancies related with invoices and re-issuing final invoice with correct energy usage.
* Maintaining and developing relationships with suppliers via telephone and e-mail.
* Preparation of reports like outstanding work volume report, Pend report and Hand-off report.
* Providing floor support to the team to resolve the queries related to process.
* Familiar with majority of the reporting activities done by Team managers and process leaders.
* Attended Client calls to provide process improvement ideas and get the query resolutions.

**PROFESSIONAL EXPERIENCE:**

 **Organization : INFOSYS BPO LTD.**

 **Designation : Senior Process Executive (Accounts Receivable)**

 **Duration : November 2011 to Jan 2013**

**Main Duties and Capabilities:**

* Processing Invoices, Posting Entries in Oracle.
* Vendor Setup, Preparing Daily Sales Report.
* Query Handling, Quality Checking, Training.
* Vendor Reconciliation mode wise.
* Vendor Reconciliation Review and Matching with the GL.
* Monitoring accounts to ensure payments and Receivables are up to date.
* Accounts Payable and A/R Reconciliation.

**Applications used**

Capture, People soft, Oracle, SAP ISU and CRM

**ACADEMICS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Qualification** | **College/University** | **% of Marks** | **Obtained Class** | **Year of Passing** |
| M.B.A (Finance) | Sikkim Manipal University | 62.00% | 1st Class | 2010 |
| B.com | Kuvempu University | 61.21% | 1st Class | 2007 |
| P.U.C | Sacred Heart Pre-University | 62.00% | 1st Class | 2004 |
| S.S.L.C | Sacred Heart High School | 59.84% | 2nd Class | 2002 |

**COMPUTER SKILLS:**

MS-Applications : MS-Word, Excel, Power Point, VBA, SQL

Software’s : Windows Operating Systems, Oracle

Courses : Hardware & Networking, Advanced Excel, VBA & SQL

Internet/Email : All Browsers & Outlook, Citrix

**PERSONAL SKILLS & STRENGHTS**

* Leadership Quality
* Ability to work in Dynamic work environment, optimistic, flexible, effective communication skills, ability to build good interpersonal relationships.
* Willingness to learn, sincere, proactive and committed.
* Optimistic and good team player
* Self-Motivated and Positive Attitude
* Extremely Productive in a high volume, high stress environment.
* Ability to manage multiple tasks in a pressured environment.

**Personal Details:**

Father Name               **:** KHADER ALEEM

Mother Name **:** MUMTAZ KHANUM

Date of Birth **:** 26th June, 1986.

Phone Number **:** 7411760712

Permanent Address  **:** KHADER YASEEN PASHA

 Bapuji Nagar 6th Cross ‘B’ Block

 SHIMOGA-577201

Sex   **:** Male.

Marital Status **:** Married.

Nationality : Indian.

Languages Known **:** Kannada, English, Hindi and Urdu.

Interests **:** Playing Football, Cricket and reading Newspapers.

|  |
| --- |
| Passport Detail: |

Passport Number : R6996969

Date of Issue : 06-12-2017

Date of Expiry : 05-12-2027

Place of Issue : Bangalore

*I hereby declare, that the above information and details provided by me are correct to the best of my knowledge.*

Date:                                                           Yours faithfully

Place: Bangalore                                               (KHADER YASEEN PASHA)