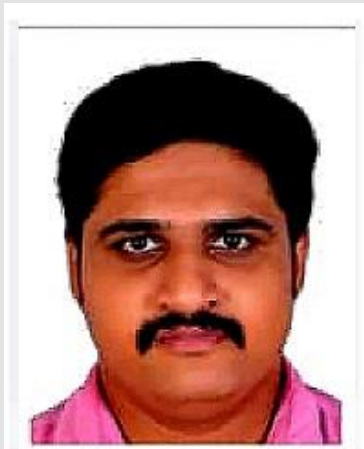




H.NADEEM AKRAM

Mobile :

+919940145735(INDIA)

+971529615626(UAE)

Email :

nadeemakram.h@gmail.com

Passport Number:L1045336

Permanent Address:

No: 72. V.O.C Nagar
Main road Todiarpur
Chennai- 600081

Personal Details

Father's Name: A.Habeebur
Rahman

Date of Birth: 10.07.1993

Marital Status : Single

Languages Known :

Tamil, English & Urdu (Read,
Write & Speak).

RESUME

Processing Officer

- **Administrative:** Internal controls, Training, Disbursement Payment processing, Cheque preparation, ACH, Wire, CC, Transaction reconciliation, Customer service, Payment records maintenance, Cash application
- **Communication:** Interacting professionally with employees at all levels and maintain highest level of confidentiality regarding sensitive organizational issues.
- Excellent organizational, analytical, communication, presentation, leadership & interpersonal and accounting skills. Expert in forecasting, planning and creating new opportunities.
- **Technical skills:** Have a good knowledge of Microsoft Office Excel.
- Forex Transactions & MIS Activities

Objective: To be a part of the team that values hard work and willing to learn more and like to work in a competitive environment with good co-operation and co-ordination for the growth of the organization.

Experience Summary:

- Worked in CAMS (Computer age management service) as processing officer from May 2017 to April-2021.
- Worked in KANZ Jewels Customer service representative in Dubai from March-2014 to April-2016.

Achievements:

- I have got Q Champ award in our Project.
- Have been awarded many times as the best performer of the month.
- Client Spot awards & Appreciations for extraordinary performances.

Educational Qualification

Course	Institution	Board / University	Year of passing
MCA	Madras University	Madras University	Final Year
BCA	The New College	Madras University	2013
H.S.C	MEASI MATRIC HR.SEC.SCHOOL	State Board	2010
S.S.L.C	ST.PETER'S HR.SEC.SCHOOL	State Board	2008

Technical Skills:

- C#,HTML,CSS,XML
- DB-SQL Server
- Operating system – Windows 7, Windows 8, Windows 10
(Ms.Word,Ms.Excel,Ms.Access)
- Typing Skills: Medium

Personal Skills:

- Flexibility and Adaptability to work in any environment.
- Ability to produce best result in pressure situation.
- Good communication and interpersonal skills.
- Honest and Smart worker.
- Strong problem solving ability and positive thinker.
- Strong motivational and leadership skills.
- Quick learner and Good explanation skills.

Place:

(H.NADEEM AKRAM)

Date: