

Ayaj Yunus Attar

CONTACT

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Date: 12 /11/ 2023

Hi Team

I wish to apply for any management related role,
Please find enclosed my CV for your consideration. As you can see from my attached CV I have over 11 years experience in the MNC company.
Having worked my way up to Sr knowledge Specialist, I'm ready for a new challenge and see this position as the perfect role to help me achieve this. I'm particularly interested in working in MNC company because of my passion for organizing and managing clients, something I've had extensive experience of during my time.

Further I feel that I have achieved all that I can in my current company.
Throughout my previous positions I managed US Client in all the aspects, I believe that this experience, coupled with my excellent interpersonal and organizational skills, make me the perfect candidate for building a long-term career in this role. In my previous role as a Sr Knowledge Specialist at Mphasis Pvt Ltd India, I was responsible for managing relationships with big client, such as LPL Financial USA client,

I am confident that I can bring level of success with me to your organization and help Company Name build upon their reputation as one of the biggest names in the events company.

Thank you for your time and consideration. I look forward to meeting with you to discuss my application further.

Yours sincerely,
Ayaj Yunus Attar



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PERSONAL DETAILS

Date of Birth : 18/07/1988
Marital Status : Married
Nationality : Indian
Passport : Z7212117
Place : Dubai
Language : English and Hindi
Visa status : Visitor till 8 Jan 2024

SKILLS

MS Office Financial reporting Time
management Multi-tasking Problem
solving Team player Decision making
etc



Additional Knowledge Data Privacy
(DP) Information Security
Management Services(ISMS) Anti
Money Laundering(AML) KYC etc



OBJECTIVE

Seeking a challenging position in a reputed organization where I can learn new skills, expand my knowledge, and leverage my learnings.

EXPERIENCE

Sr Knowledge Specialist 06/02/2012 -
Mphasis Pvt Ltd India, Pune 27/10/2023

I Joined Mphasis Pvt. Ltd on 06/02/2012 as a Trainee Transaction Processing Officer after 1 year promoted to senior Transaction processing officer and after 5 years I have promoted to Sr knowledge specialist till 27/10/ 2023

Work Detail:

It is back office reconciliation process,
Calculations and charging commissions to rep/advisors and
preparing bulk data in excel sheets
Managing US advisors accounts
Reconciliation of funds
Trade and settlement reconciliation
Format excel sheets bulk data and upload in oracle
Setup standing instruction
Client Handling for account clearing house
Client Escalation management
Team Management
Client calls and presentation
Preparing reports for clients
Bulk transaction handling etc.

EDUCATION

BA(English Literature) 2008
Shivaji University, Maharashtra, India
Grade II

HSC 2005
Maharashtra Board India
Grade II

SSC 2003
Maharashtra Board India
Grade II