

Kasifkhan Babi

Contact

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Address

16-42 A Street, Hor Al Anz, Abubakar Siddique, Dubai, United Arab Emirates.

Objective

To work in a healthy, innovative and challenging environment extracting the best out of me, which is conducive to learn and grow at professional as well as personal level thereby directing my future endeavors as an asset to the organization.

Education

Degree	Institute	Board / University	Year	% marks / CGPA
B.Com	Mumbai University	Mumbai	2008-09	61.00%
H.S.C	S.K Somaiya College, Vidyavihar (East)	Maharashtra	2005-06	51.00%
S.S.C	K B Vira High School, Dombivili (E)	Maharashtra	2003-04	61.00%

Work Experience

Organization : Sterling Information Resources

Duration : MAY 2016 to NOV 2023

Title : Verification Specialist

Job Functions :

- Working for world's largest screening companies.
- Working for high quality employment screening and hiring solutions process so that employer can be confident in people decisions.
- Interacting with clients, institutions, employer and candidate via email.
- Assist clients in making informed hiring decisions.
- Communicate and interact with fulfillment departments regarding issues related to the verifications, criminal, order creation finance etc. specific rush order requests, and overall assistance in an efforts to enhance and improve rapid resolution of client issues and requests.
- Do file setup of candidate to proceed background screening like criminal, education, employment.
- Cross check documents supplied by candidate so accurate employment screening can be done.
- Quality checking and audit of Files verified by other verifier.

Organization : Housing.Com (9 Months)

Duration : April 2015 to December 2015

Title : Quality Analyst

Job Functions :

- Working for India top real estate ecommerce website.
- Daily received properties data across India.
- Day to day interaction with clients regarding properties details via calls.
- List Properties Like Rent,Buy,PG On Co Web Site i.e. Housing.com after quality check.
- Quality check the data on the website to ensure that information is accurate
- Required to compile comprehensive information of inventory and photos.
- Ensure that the product information on the website is sufficient and accurate for the consumer to make a purchase decision.
- Verify/validate product catalogues and ensure that errors/problems must be identified & fixed before the product goes live on the website.

Organization : SYNTEL PVT LTD

Duration : December 2010 to November 2014 (47Months)

Title : Senior Associate (E2)

Job Functions :

- Process: Transfer agency Vertical
- Working for UK's largest independent investment platform (COFUNDS).
- Working in high risk environment on money-in & money-out transaction processing.
- Placing deals of mutual fund for UK's leading financial institutes
- Placing and authorizing deals in system (FAST & AWD)
- Deals includes Subscription, Redemption, Switches, Transfer of funds & products
- Purchasing funds, switching funds, redemption of funds as per client's requests.
- Bank reconciliation, settlement and payments
- Cash & Stock transfer of shares from one mutual fund co. to another (TFRIN)
- Provide training to team members, as appropriate, to improve quality results.
- Handled client's direct credit system for crediting dividend/interest generated by funds. (BACS – Bank Automated Credit System)
- Set up regular saving plans (ISA & UT)
- Handle clients banking related queries and respond them by mail.
- Quality checking of trades placed by other dealers
- Monitoring queue and maintaining smooth flow of volume.
- Reconciliation of accounts on daily basis between geneva (accounting system) and the counterparty statement.
- Reconciliation of trades position and between geneva and counterparty statement.
- Handling reconciliation of derivatives (future and option), exchange traded fixed income products.
- Other exchange traded product like equities, OTC product such as CDS,IRS,Equity swap and bonds
- Interacting with UK colleagues for break resolution.

- Profit and loss/NAV delivery ensuring delivery of daily, month in accurately and timely manner.
- Establish as a key contact for accounting group for client and address/escalate any accounting issues faced by the client.
- Prepare NAV pack and investor allocation as per service requirement
- Execute delivery of high quality financial statement.
- Ensure completion of audit as per agreed timeline.
- Handling audit queries in timely manner.

Organization : RELIANCE BUSINESS PROCESS OUTSOURCING

Duration : October 2009 to April 2010 (6Months)

Title : Customer Service Representative

Job Functions :

- Give Update about new services and products launch by company
- Made complaint regarding bills and services issue
- Solve Customer Queries about bills and services.
- Provide better service to customer

Software/Computer Proficiency

- MS-OFFICE(word, excel, power point)
- Windows
- Internet Application
- Complete Basic Computer

Passport Detail

- Passport No : W4856186
- Date of issue : 07-10-2022
- Date of expiry : 06-10-2032
- Place of Issue : Mumbai

Personal Details

- Nationality : Indian
- Date of birth : 14th July,1988
- Sex : Male
- Marital status : Single
- Languages : English, Hindi, Marathi & Gujarati

I declare that the facts and information provided above are complete and correct to the best of my knowledge and belief.

PLACE: Mumbai

(Babi Kasifkhan H)