

Mohd Nazim

📍 Ezdan Village 06, Al-Wakrah,
Qatar
☎ +974 77696420
✉ mohdnazim74093@gmail.com



Objective

To be a valuable part of an organisation where i can implement my knowledge and skills for better growth of the company and to adopt a methodological approach for work assigned.



Experience

● Sunlife Global Solutions

Feb 2022 - Present

Sr. Process Associate

Key Responsibilities :-

Making Cheques for unclaimed amount.

Fund allocation for asset management.

In contribution we allocate money into member's retirement plan.

Re-issuance of stale cheques to member or financial institution. We investigate about the stale cheque status then reissue the cheque to the member or financial institutions.

Enrolment of plan member under Group Retirement Benefit plan offered by sunlife.

Adding banking information into member's retirement account.

Conducting training and mentoring new hires for better workforce management.

Handling FATCA request as well.

● Muthoot Finance Ltd

Oct 2020 - Feb 2022

Junior Relationship Executive

Key Responsibilities :-

Gold Loan Documentation & Valuation: Prepared and processed gold loan documents including valuation of gold asset to determine eligible loan amount for customers.

KYC Compliance: Ensured compliance with regulatory requirements by creating and verifying Know Your Customer (KYC) documentation for all customers.

Bank Reconciliation: Reviewed monthly bank reconciliation statements to ensure accuracy and alignment with branch record.

Cash Handling: Managed daily cash transactions, ensuring accurate recording and secure handling of cash at the branch.

Expenses Voucher Creation: Generated vouchers for branch miscellaneous expenses, ensuring proper documentation and approval.



Education

● Mahatma Jyotiba Phule Rohilkhand University

2020

B.Com (Hons.)

● National Public School

2017

Intermediate



Skills

● Proficient in MS Excel

● Good knowledge of MS outlook

● Well aware of MIS

● Good at making reports



Languages

● English

● Hindi



Training / Courses

● MS Excel

Basic Insurance

Anti-Money Laundering



Personal Details

● Date of Birth : 13/07/1999

● Marital Status : Single

● Nationality : Indian

● Passport : U5425520

● Gender : Male