

# Ovais Kazmi

## Financial Executive

A highly motivated individual desiring a financial analyst position. Offering familiarity with analysis, research, and ability to align relevant data to ensure stability of company finances.

ovaiskazmi001@gmail.com ✉

8535002922 / 9528565414 📞

Pune, India 📍

• LinkedIn id: - <https://www.linkedin.com/in/ovais-kazmi-05b112128> in

• Skype id: - live:ovaiskazmi001 S

## WORK EXPERIENCE

### Financial Executive

Nanded, Sinhagad Road/ Nanded City Development and Construction Pvt. Ltd.

07/2019 - 12/2020

Pune

Real Estate

Responsibility

- Handling the client base and give them proper information about all the legal and financial things and help them regarding to their post-sale queries.
- Handling **ERP** software for increasing efficiency.
- Make them understand about the financial process to buy a flat accordingly.
- Make regular contact with the client for better Customer Relationship as a **CRM** !!!.
- Produced effective weekly reports for the meetings.
- Make successfully make proper records in the Excel sheet of the clients for easy access.

## EDUCATION

### BBA

GLA University

07/2014 - 06/2017

Mathura, India

### MBA

Institute of Management and Entrepreneurship Development

07/2017 - 05/2019

Pune, India

## SKILLS

EASE WITH TECHNOLOGY, LEADERSHIP

COMMUNICATION AND WRITING, DECISION MAKING

ATTENTION TO DETAIL.

ORGANIZATION

CUSTOMER SERVICE

EFFICIENCY

PROFESSIONALISM

## ACHIEVEMENTS

- Experience of 2 months in the field of Digital Marketing and 2 months in the field of HR
- I have worked with Virinchi Software Pvt. Ltd and Stembridge Labs Pvt Ltd
- Currently working with Nanded City Development and Construction Company Ltd.

## CORPORATE INTERACTIONS

Measuring the Performance of Employees, HR (05/2018 - 07/2018)

- Internship

DealGali, Digital Marketing (05/2016 - 07/216)

- Internship

## LANGUAGES

Hindi

Full Professional Proficiency

English

Full Professional Proficiency

## INTERESTS

Cricket

Video Games

Traveling

Cooking

Movies