

<div data-bbox="136 180 472 224" data-label="Section-Header"> <h1>Naveed Motlekar</h1> </div> <div data-bbox="131 298 496 382" data-label="Text"> <p>Khalifa city A ,Abu dhabi, UAE  Mob : 050 336 1256  E-mail : <a href="mailto:naveedmotlekar@yahoo.com">naveedmotlekar@yahoo.com</a></p> </div> <div data-bbox="131 426 293 451" data-label="Section-Header"> <h2>Personal details</h2> </div> <div data-bbox="131 464 321 611" data-label="Text"> <p>Married  DOB: 24 JAN 1974  Own Visa  Own Insurance  UAE Driving license</p> </div> <div data-bbox="131 707 295 735" data-label="Section-Header"> <h2>Skill Highlights</h2> </div> <div data-bbox="131 739 459 856" data-label="Text"> <p>Excellent Communication skills  Strong decision maker  Complex problem Solver  Positive ,dedicated &amp; Responsible</p> </div> <div data-bbox="131 894 251 921" data-label="Section-Header"> <h2>Languages</h2> </div> <div data-bbox="131 926 224 1050" data-label="Text"> <p>English  Hindi  Urdu  Marathi</p> </div>	<div data-bbox="532 201 638 228" data-label="Section-Header"> <h2>Objective</h2> </div> <div data-bbox="532 235 1321 262" data-label="Text"> <p>To obtain a responsible position in a professional and growth oriented organization</p> </div> <div data-bbox="532 327 643 352" data-label="Section-Header"> <h2>Education</h2> </div> <div data-bbox="532 359 691 382" data-label="List-Group"> <ul style="list-style-type: none"> <li>▪ BA Economics</li> </ul> </div> <div data-bbox="532 426 665 451" data-label="Section-Header"> <h2>Certifications</h2> </div> <div data-bbox="532 464 980 487" data-label="List-Group"> <ul style="list-style-type: none"> <li>▪ Microsoft Office (Excel , Word , Power point)</li> </ul> </div> <div data-bbox="532 525 701 550" data-label="Section-Header"> <h2>Work Experience</h2> </div> <div data-bbox="532 556 1125 579" data-label="Section-Header"> <h3>INDEPENDENT FINANCIAL ADVISER. (AUG 1,2010 to Present).</h3> </div> <div data-bbox="532 583 1347 730" data-label="List-Group"> <ul style="list-style-type: none"> <li>▪ Assisting clients accomplish financial objectives by assessing financial situation.</li> <li>▪ Developing and presenting financial strategies and plans.</li> <li>▪ Monitoring changes in financial status and live circumstances.</li> <li>▪ Specialization in trading equities, futures, options, commodities and currencies market.</li> </ul> </div> <div data-bbox="532 768 972 825" data-label="Section-Header"> <h3>ZENTA(P) LTD. (MAR 17,2008 – OCT 31, 2009) SENIOR CRA- LEVEL 3</h3> </div> <div data-bbox="532 875 1458 1054" data-label="List-Group"> <ul style="list-style-type: none"> <li>▪ Working for the credit cards division of American Express account security group at Zenta as a senior CRA my main duties were to deal with customer enquiries as effectively and efficiently as possible and in addition, consistently monitor accounts for possible fraudulent activity. Contact customers to verify charges, open fraud investigation in case of fraudulent charges, send replacement cards and educate the customers on the benefits of account security to protect and serve our Card members.</li> </ul> </div> <div data-bbox="532 1104 1010 1161" data-label="Section-Header"> <h3>IBM DAKSH PVT LTD. (APR 5, 2007 – DEC 2, 2007) CUSTOMER SERVICE EXECUTIVE - OPERATION</h3> </div> <div data-bbox="532 1167 1458 1314" data-label="List-Group"> <ul style="list-style-type: none"> <li>▪ Working for CITIBANK, NA as a customer service executive. My main duties were to deal with customer enquiries which included money movement, account handling, dealing with customer complaints. Customer care has expanded my knowledge on regulation and the banking code and has expanded my ability to communicate with colleagues from all different levels in the organization</li> </ul> </div> <div data-bbox="532 1350 1120 1375" data-label="Section-Header"> <h3>SUNSHINE EXIM. (JAN 16, 2004 – MAR 31, 2007) MANAGER</h3> </div> <div data-bbox="532 1379 1458 1680" data-label="List-Group"> <ul style="list-style-type: none"> <li>▪ Worked as a manager in charge of managing and supervising day to day requirements of the company.</li> <li>▪ Chief responsibilities included compiling data taken from vendor invoices and other documents to verify billing accuracy regarding receipt of items ordered. Contacted vendors if there were any errors or duplicate shipments.</li> <li>▪ Compiled data from vendor invoices and supporting documents to verify accuracy of billing data and ensured receipt of items ordered.</li> <li>▪ Compared invoices against purchase orders and shipping.</li> <li>▪ Managed to read computer files and figures to determine prices and discounts. Adhered to follow invoices and credit memorandums.</li> </ul> </div> <div data-bbox="532 1715 1318 1770" data-label="Section-Header"> <h3>ESCOM INVESTMENT CONSULTANTS AND BROKERS. (JAN 7, 1996 – JAN 12, 2004) EQUITY RESEARCH ANALYST.</h3> </div> <div data-bbox="532 1778 1195 1806" data-label="List-Group"> <ul style="list-style-type: none"> <li>▪ Responsible for analyzing investment ideas in equity markets.</li> </ul> </div> <div data-bbox="532 1808 1463 1866" data-label="Text"> <p>Performing the tasks of generating company profiles research reports, business analysis on strict timelines.</p> </div>
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