

Sheik Afrulla Thasviya

Analyst - Operations

IT professional with over 3 years of experience as Analyst-Operations in multi national company looking for a challenging role in a reputable organization to utilize my technical skills for the growth of the organization as well as to enhance my knowledge about my new and emerging trends in the corporate world.

Contact

Phone

+971 525317067

Email

thasmiyaas7430@gmail.com

Address

Villa 41, 29A Street,
Al Rashidiya, Dubai

Education

2014 - 2018

Computer Science & Engineering
Kuppam Engineering College

Expertise

- Communication Skills
- Team Management
- Problem Solving Abilities
- Critical Thinking
- Analytical & Presentation Skills
- Ms Office, Outlook
- Client Management

Language

English

Hindi

Experience

○ Jul 2018 - Oct 2021

Fidelity National Financial Inc,. - Bengaluru India

Analyst - Operations

- Worked on various processes like Flow through, HSBC security perfection, Property insurance, HPP review, National Payouts, BC Uploading, Discharge Final reporting, NS, NB & NL, Doc Validation, Home warranty.
- Engage with key stakeholders for requirements gathering as per Scope of Work.
- Construction of client files with the required information and documentation in accordance with the client process and policies.
- Maintaining and updating a record of all contracts files.
- Reviewing and identify any errors in the contract and ensure that the contract terms adhere to the legal guidelines and regulations.
- Ensure the key stakeholders are kept informed on progress or bottlenecks with any ongoing task and client applications.
- Strong stakeholder outreach.
- Handled multiple processes and help team members by completing task by team collaboration.
- Act as an operational support on day-to-day tasks, trainings for internal teams.
- Build training documents and resources like SOP and CCM.
- Prepare and effectively communicate appropriate reports and updates to management.
- Ability to lead teams and ensure quality of work is met.

○ Achievements

- Awarded as best performer twice during my tenure at FNFI.
- Recognized as best player and team task manager.

Academic Achievement

- Country Baskets.
- Guide Me.
- Scalable and secure personal health records.

Publications

Published a paper in fourth conference in recent innovation in engineering technology management and application on " Scalable and secure personal health records in cloud computing using attribute based encryption.

Linkedin

<https://www.linkedin.com/in/thasviya-sheik>

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