

## COVER LETTER



Dear Sir / Madam,

My overall credentials demonstrate the fact that I'm an achiever. I have been working in an Automobile Industry for a German brand car AUDI since January 2014 to June 2020.

I am a Graduate specialized in the field of Commerce and Computers from **Osmania University, Hyderabad, INDIA**. My work experience includes Finance, Insurance & Banking.

I possess good health and can demonstrate high energy levels to accomplish any arduous tasks well ahead of deadlines

I hold a valid **INDIAN & UAE** driving license as well.

I have attached my resume for your review and hope to hear from you soon.

Thank you for your valuable time.

Yours cordially,  
Irfan Khan.

Irfan Khan  
Hyderabad  
Telangana

### Contact:

Contact No : +91-9849696146

Email : [Irfan.khan4122@gmail.com](mailto:Irfan.khan4122@gmail.com)

LinkedIn : <https://www.linkedin.com/in/irfan-khan-110942153>

### Career Objective:

Looking for a career hike in an organization field where I can utilize my skills, experience and education in achieving organizational goals and hence ensuring my professional growth and organization growth as well.

<b>Previous Organization</b>	<b>Al Nabooda Automobiles LLC. (DUBAI UAE)</b>
<b>Designation</b>	Finance & Insurance Executive.
<b>Duration</b>	Jan 2014 – June 2020.
<b>Nature of Work</b>	Handling all new bank deals and new insurance for customers.
<b>Description</b>	<ul style="list-style-type: none"><li>● Collecting required documents for finance.</li><li>● We do offer extended warranty, tinting and paint protection polish.</li><li>● Selecting customers banking bank and applying for auto loan with negotiating interest rates with other panel banks.</li><li>● Taking insurance quotes from insurance agents for the new deals and presenting it to the customer on his requirement.</li><li>● Once loan is approved from bank security cheques is signed, down payment is collected and needed documents are given to banker.</li><li>● Later stage the mortgage confirmation is given to dealer to release the car.</li><li>● Insurance is selected by the customer and is linked with his traffic file with RTA also his insurance.</li><li>● When his mortgage and insurance is linked with RTA the car is ready for registration.</li><li>● Once the car is registered and released the mortgage documents of 2nd set is collected by dealer debt collector and submitted to the bank.</li><li>● Then the bank issues the cheque in the name of dealer.</li><li>● Once the cheque is received the car file is closed with the dealer.</li></ul>
<b>Previous Organization</b>	<b>Hongkong and Shanghai Banking Corporation (HSBC Bank)</b>
<b>Designation</b>	Anti-Money Laundering Officer
<b>Duration</b>	May 2013 – Dec 2013
<b>Nature of Work</b>	Worked as an Anti- Money Laundering Officer for Payments department.
<b>Description</b>	<ul style="list-style-type: none"><li>● Working for anti-money laundering team.</li><li>● Tracing out huge amount of transfers made into bank accounts from one to another from any illegally obtained funds.</li></ul>

	<ul style="list-style-type: none"> <li>● Looking out for any suspicious names blacklisted with the bank.</li> <li>● If found any illegal transfer of money from any suspicious account or from a person, directly reporting it to the line manager to take the case further.</li> <li>● Once any issue is found with the account the account may be freeze until the case is resolved.</li> <li>● Anti-money laundering is a theft under a disguise.</li> </ul>
<p><b>Previous Organization</b></p> <p><b>Designation</b></p> <p><b>Duration</b></p> <p><b>Nature of Work</b></p> <p><b>Description</b></p>	<p><b>(GE) General Electric Capital &amp; Retail Finance</b></p> <p>Sales Associate</p> <p>June 2012 – May 2013</p> <p>Worked as a Sales Associate for Online sales for a Retail finance banking organization for private labelled Credit Cards.</p> <ul style="list-style-type: none"> <li>● Provide outstanding customer service to US and Canadian customers on a daily basis.</li> <li>● Handling bankruptcy accounts of customers.</li> <li>● Selling online credit cards to USA and Canadian customers.</li> <li>● Meeting weekly target was essential.</li> <li>● Waiving of late fees and interest charges on humanitarian grounds.</li> <li>● Changing of due date upon requests from customers.</li> <li>● Sending statements on request.</li> <li>● Adding primary card holder on account upon customer request.</li> <li>● Changing of name on account upon requests from customer.</li> <li>● Sending payment confirmation once payment is received for the bill cycle date.</li> <li>● Upgrading membership upon meeting criteria of company.</li> <li>● Worked on major clients who GE Capital finances to are: - JC penny, Wal Mart, Sam's Club, GAP, Banana republic, Dicks sporting goods, Toys R Us, etc.</li> <li>● Meet the Turnaround Time (TAT) requirements as dictated by upper management and maintain the workflow in such a way to meet the TAT requirements.</li> <li>● Worked as a team member in providing value-added services to the client. Shared knowledge and Best practices among team members.</li> </ul>

### Education:

<b>2012</b>	<b>Bachelor of Commerce (Computers)</b> Accountancy & Computer Programming from St. Mary's College, India
<b>2009</b>	<b>Intermediate Studies</b> St. Mary's College, India
<b>2007</b>	<b>Higher School Education</b> Mount Carmel High School, India

### Computer Skills:

- Operations Systems: Windows XP / Vista / Win 7x.
- MS Office
- C-Programming, Web programming, Relational database management system & E-Commerce.

#### **Achievements:**

- Cash Award for the “**Best Performer**” in team at GE Capital.
- Participated and won many competitions at School level.

#### **Activity and Interest:**

- Outdoor activity – Bike riding.
- Interest – Knowing about new gadgets in the market.

#### **Aspirations & Strengths:**

- Flexible and dedicated to work.
- Quickly adaptable and able to multitask in the changing technical and Managerial atmospheres that are common in today’s marketplace.
- Verbal/Written Skills: Excellent communication skills
- Ability to act as a change agent and gain consensus both inside and outside the company to ensure overall achievement of mutual.

#### **Personal Details:**

- **Name-** Irfan Khan
- **Date of Birth-** 04 July 1989
- **Nationality-** INDIAN
- **Marital Status -** Married
- **Father’s Name-** Saleem Khan
- **Languages Known –** English, Arabic and Urdu.
- **License Valid -**UAE and INDIAN

#### **Declaration:**

I hereby declare that the information furnished above is true to the best of my knowledge.

**Irfan Khan.**