**CURRICULUM VITAE**

**NEHAL PASHA N**

5th Main, 8th Cross,

Vasanth Nagar,

Bangalore - 560052

Email : nehals4711@gmail.com

Contact : 8748999200

**CAREER OBJECTIVE:**

To build career in a growing organization, where I can get the opportunities to prove my abilities by accepting challenges, fulfilling the organization goal and climb the career ladder through continuous learning and commitment.

**OVERVIEW:**

» Aspiring Commerce Professional with Graduate degree in Commerce from Bangalore University.

» Motivated Self Starter and Result Oriented with a passion to succeed and desire to excel at work.

» Strong communication, interpersonal skills, team management, relationship management and Analytical skills.

» Zeal to learn new concepts quickly and apply innovative ideas for achieving best results.

**EDUCATION:**

* 2015-2016 - **BACHELOR OF COMMERCE (BCOM)**

 HKBK Degree College

* 2012-2013 - **PRE-UNIVERSITY COLLAGE (2nd PUC)**

 Quwathul Islam PU College

* 2010-2011 - **HIGH SCHOOL (SSLC)**

 Smt. Kamalabai Educational Institution

**Certifications:**

1. IBM Agile Explorer - 13 AUG 2021.
2. Basic Excel Training - 10 AUG 2021.
3. Excel Data Validation - 13 AUG 2021.
4. Annual Cybersecurity Education - 24 DEC 2020.
5. IT Asset Management(ITAM) - Hardware Asset Management(HAM) - 13 AUG 2021.

**WORK EXPERIENCE:**

2019-2021(Present) - SuperSeva(IBM)-Contract

2018-2019 - Value Motors Agency Pvt Ltd

 FI (Floor Incharge).

2016-2018 - Value Motors Agency Pvt Ltd

 Supervisor.

**PROFILE SUMMARY:**

**Super Seva (IBM)**, Contract - Manyatha Tech Park **- (Present)**

**Associate Executive : Asset Management**

**Non Wam Process.**

* **Cart Management.**
* Raising Carts by interacting with BU and Procurement on the requirement
* Tracking of Assets and Delivery of the Ordered materials by co-ordinating with GEODIS, courier, vendors and update BU upon delivery
* Tracking on Capitalization of the orders processed by us and interacting with GFA for any missed Orders / incorrect data.
* Providing GFA with Data required for Capitalization and validation of MTC
* Co-ordinating with Procurement / facilities and other entities for fulfilling ad hoc requests from BU, like mass Firmware Upgrade for Phones etc
* Interacting with Custom Govt Official for getting the Authorised signature for removing Asset from STPI / SEZ Zones.
* Asset Management
* Raising the Carts for PAN India and a part of GBS
* Software clean up activity
* IGA tracker for Creating ADF and RADF
* MLDB – To Remove the assets to GARS or EWASTE
* Dealing with Cisco orders on Cisco Tool.
* **Track & Chase.**
* Interacting via mail with users for getting the Asset return to its location.
* Tracking of the assets till its been delivered to the specific location.
* Providing the information to users by follow up with the Geodis and tracking of asset.
* Providing the report of the asset tracked and received to stores on daily/weekly basis across Pan India

**Floor Incharge (Automoblie Industry).**

* Monitoring in customer support and reducing to zero customer complaints.
* Update customer records in the system DMS.
* Continuously increase knowledge of dealer services and vehicle needs.
* Prepare accurate and detailed repair orders that describe customer concern, known issues, and likely causes along with services and repairs required.
* Encouraged preventative maintenance services to keep bikes running at peak performance.
* Vehicles Job Allotment and maintaining the tracking of the vehicle through the advisors and technicians and keep the customer update.
* Warranty claims of the defective parts along with FTIR (Field Technical Information Report).

 **KEY SKILLS:**

* Communication skills
* Teamwork
* Adaptability
* Problem-solving
* Work Ethic

**COMPUTER SKILLS:**

* Operating system
* Office suites (Microsoft Office, MS Excel, MS Word, etc)
* Presentation software (PowerPoint)
* Data analytics
* Good typing skills
* Working knowledge of Internet-E
* Handling Email response

**PERSONAL DOSSIER:**

Father Name – Nayaz Pasha

Date of birth – 17.09.1995

Qualification – Bcom (Graduate)

Martial status – Married

Languages known – English, Hindi, Kannada and Urdu

**DECLARATION:**

I vouch that the information mentioned above is true to the best of my knowledge.

Date -

Place - Bangalore Regards,

 **(NEHAL PASHA N)**