

MOHAMMED MUSTHAFA

A dedicated team player, who can bring to your business: additional professionalism, passion, productive ideas, enthusiasm and out of the box thinking packed with practical work experience. To gain in-depth knowledge in the field of Operations and HR where I can use my Experience and academic knowledge to the utmost of my abilities and to be a part of a team that works dynamically towards the growth of the organization.

CONTACT

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SKILLS

- Problem Solving
- Decision Making
- Communication
- Adaptability
- Collaboration
- Strong Work Ethic
- Time Management
- Critical Thinking
- Handling Pressure
- MS Office tools

ACHIEVEMENTS

- ✓ First place in inter school Quiz competition.
- ✓ Participation in inter-college Cricket & Football tournaments.



EXPERIENCE

SBI MUTUAL FUNDS BANGALORE (Aug 2019-Dec 2019)

- Answer shareholder and Broker/Dealer calls to answer account/fund specific questions related to general account inquiries, fund performance, fund portfolio holdings, cost basis, etc
- Provide client specialized servicing to mutual fund investors.
- Review new account documentation and establish accounts as needed.
- Analyze and complete trades, maintenances, statement requests and written inquiries.
- Accurately processes various transactions via phone work including transfers, disbursements and other maintenance requests.
- Build and maintain a high quality internal business relations.



EDUCATION

- 2014-2017

Bachelor of Commerce

Mahesh College of Management,
Mangaluru.
- 2011-2013

12th, Govt P.U. College, Balehonnur,
Chikamagalur.
- 2011

10th, SJRCJC English Medium School,
Chikamagalur.



CERTIFICATION

- Aug 2019

NISM-SERIES-V-A Mutual fund distributors
certificate from SEBI.



HOBBIES



WRITING POETRY
AND GHAZALS



CRICKET



READING BOOKS