

Attn: Human Resource Department

**India Ph# +91-9000898811
Email: Fathe851@gmail.com**

Application

Dear Sir / Madam,

I Fathe Mohammed, worked as an Executive Secretary for Alfanar Construction – Department Power & Water having 3+ years of experience in KSA. Previously I worked for Cognizant India Private Limited, for Business process Outsourcing (BPO). I worked about 4 years as a Senior Process Executive on U.S. Mortgage process.

My Specialties: Business Development strong listening and communication skills and customer service orientation helps me interact effectively with clients, even the critical thinking and problem-solving skills in me helps to better manage the existing and build new client relations.

Hereby declare that I am a qualified B.Com Computers Graduate from Osmania University India. I am seeking for a suitable position within your esteemed organization and I would like to submit my resume for your kind perusal. I believe my qualifications will be an asset to your organization.

Please consider this letter as an expression of my sincere interest in pursuing an opportunity within your organization. I am hard working, self-confident, and sincere. I believe these qualities; skills and qualifications make me a solid candidate for a suitable position and I appreciate you reviewing my enclosed resume.

I look forward to read from you.

Sincerely,

Fathe Mohammed

EDUCATION

Completed Bachelors of Commerce from Osmania University.
Intermediate from Anwar ul uloom College Board of Intermediate.
S.S.C from Knowledge High School.

CURRENT COMPANY

Alfanar construction – Power & Water 

www.Alfanar.com

Position: Executive Secretary Since December 2015 – 30 June 2019.

Location: Abha (SAUDI ARABIA)

Alfanar construction – Power & Water is a well-known name in EPC for transmission and distribution for extra high voltage projects up to 380 kV.

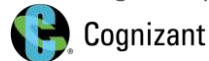
Client: The Saudi Electricity Company (SEC)

JOB RESPONSIBILITIES

- Work under Project Manager on day to day activities at site. Involved with the coordination and implementation of office procedures and frequently have responsibility for specific project and tasks.
- Work on SAP System for Material, Asset, Services, & Petty Cash. (Purchase Requisition & Purchase Order.
- Coordinate with Engineers, suppliers, Head Office take necessary action.
- Maintaining a tracking facility to enable documents to be updated easily. Scanning in all relevant new documents. Checking dispatch documents are accurate. Presentation and filing of documents and drawings. Ensuring all documents are as up to date as possible within electronic filing systems.
- Typing documents and distributing memos. Supervising the work of office juniors and assigning work for them. Handling incoming / outgoing calls, correspondence and filing. Faxing, printing, photocopying, filing and scanning. Organizing business travel, itineraries, and accommodation for managers. Monitoring inventory, office stock and ordering supplies as necessary. Updating & maintain the holiday, absence and training records of staff.

PREVIOUS COMPANY

Cognizant is a leading provider of information technology, business consulting, enterprise applications, and business process services



www.cognizant.com

Position: Senior Process Executive-Data from 3rd May 2010 to 9th January 2015.

Location: India

Worked as a Senior Process Executive-Data on U.S. Residential Mortgage. At Cognizant Processed different types of claims on Residential Mortgage, verifying Property taxes, Responsible for mailing to servicer, Attorneys regarding missing information, invoices and Documents.

- Processing different types of claims – Initials, SPO and Final claims within FNMA

JOB RESPONSIBILITIES

- Process the claims of FNMA using different Client based Applications
- Claiming the expenses in client based reimbursement system (LPS Desktop).
- Analyzing Tax Coverage periods for the state wise Guidelines.
- Searching different tax sites for Delinquent Tax details (Netronline, Google etc.)
- Perform a daily reconciliation of general ledger balances associated with Agency Claims processes.
- Need to update the comments for the expenses which have not filed due to insufficient backups for Loss Analysis team.

COMPUTER SKILLS

- Good Command over Computer Applications in MS-OFFICE.
- Typing speed: 55 words/min
- Accounting Packages (Tally, Wings, focus, Peachtree)

STRENGTHS**Professional Skills:**

- Inter-Personal Skills, Presentation Skills.
- Ability for Convincing, Influencing & Negotiating.
- Initiative
- Building relationships
- Creative thinking

Behavioral Qualities:

- Ability to adapt to a working environment.
- Openness to improvement, development & change.
- Energetic and self-motivated.
- Desire to Grow, Develop & Achieve.

PERSONAL INFO

Date of Birth	5 th June 1985
Gender	Male
Languages Known	Fluent: English, Hindi and Urdu Intermediate: Arabic
Marital Status	Married

DECLARATION

I hereby declare that the above information is correct to the best of my knowledge

Fathe Mohammed

निर्घण / OBSERVATION

परिचय विभाग / MISCELLANEOUS SERVICE

पिता / कानूनी अभिभावक का नाम / Name of Father / Legal Guardian

MOHAMMED RAHMAN

माता का नाम / Name of Mother

MOHAMMED SHAMEEM BEGUM

पति या पत्नी का नाम / Name of Spouse

पता / Address

HNO-9-4-4/51/3/A NEW HAKEEMPET

NEAR KALA BANGLA TOLI CHOWKI

HYDERABAD, TELANGANA

पुराने पासपोर्ट का नं. और इसके जारी होने की तिथि एवं स्थान / Old Passport No. with Date and Place of Issue

H2863097 04/02/2009 HYDERABAD

फाइल नं. / File No.

SAUR42698318 OLD PPT CLD AND RETURNED

العنوان البريدي : ص . ب ٣٠١
الرياض ١١٤١١ - المملكة العربية السعودية
تلفون : ٩٢٠٠٠٦١١١
فاكس : ٢٧٥٦٦٩٩ (١١) ٩٦٦٦
التاريخ : ٢٠١٩/٠٥/٢٣ م



Experience Certificate

شهادة خبرة

Name: Fathe Mohamed Mohammed Rahman

اسم الموظف : فاتح محمد محمد رحمان

Nationality : Indian

الجنسية : هندي

Joining Date : 19/12/2015

تاريخ الانضمام : ٢٠١٥/١٢/١٩

Last working day : 30/06/2019

آخر يوم عمل : ٢٠١٩/٠٦/٣٠

Last position : Secretary

آخر مسمى وظيفي : سكرتير

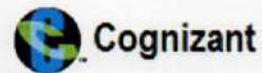
This certificate is issued upon the employee's request.

أعطيت هذه الشهادة بناء على طلب الموظف.

المدير التنفيذي للموارد البشرية
Executive Manager,HR



41371



Cognizant Technology Solutions India Private Ltd
Plot No: 129 to 132, APHB Colony,
1st Floor, DLF Building,
Gachibowli,
Hyderabad-500 019.
Tel: (+91-40)4451 4444
Fax: (+91-40) 4024 8765

January 09, 2015

Mr FATHE MOHAMMED
Employment # 296964
Hyderabad

Dear FATHE MOHAMMED,

Further to your resignation dated **November 13, 2014**, you are being relieved from the services of the Company effective the closing hours of **January 09, 2015**

Your Service record with the Company is as follows :

Date of Joining : **May 03, 2010**

Date of Leaving : **January 09, 2015**

Designation at the time of resignation : **Senior Process Executive-Data**

We wish you the very best in your future endeavors.

Sincerely,

For Cognizant Technology Solutions India Private Ltd.,

A handwritten signature in black ink, appearing to read "Sheeba", with a horizontal line underneath.

Sheeba Joshua B
Sr. Manager - HR



Ministry of Health & Family Welfare
Government of India

Certificate for COVID-19 Vaccination

Issued in India by Ministry of Health & Family Welfare, Govt. of India

Certificate ID 77333651552

Beneficiary Details

Beneficiary Name / లభిదారుని పేరు	Fathe Mohammed
Age / వయస్సు	37
Gender / లింగం	Male
ID Verified / ఐడి ధృవీకరించబడింది	Aadhaar # XXXXXXXX8287
Unique Health ID (UHID)	
Beneficiary Reference ID	32581188711526
Vaccination Status / టీకా స్థితి	Fully Vaccinated (2 Doses)

Vaccination Details

Vaccine Name / టీకా పేరు	COVAXIN	
Vaccine Type / టీకా రకం	COVID-19 vaccine, inactivated virus	
Manufacturer / తయారీదారు	Bharat Biotech, India	
Dose Number / మోతాదు సంఖ్య	1/2	2/2
Date of Dose / మోతాదు తేదీ	24 Oct 2021	26 Feb 2022
Batch Number / బ్యాచ్ నంబరు	37F21102A	37G22002A
Vaccinated By / టీకాలు వేయించినవారు	Jahangir Bee	
Vaccination At / టీకాలు వేసిన చోటు	Golconda Uphc 68-Tolichowki, Hyderabad, Telangana	



“టీకాతో పాటు పత్యం
కూడా చెయ్యాలి

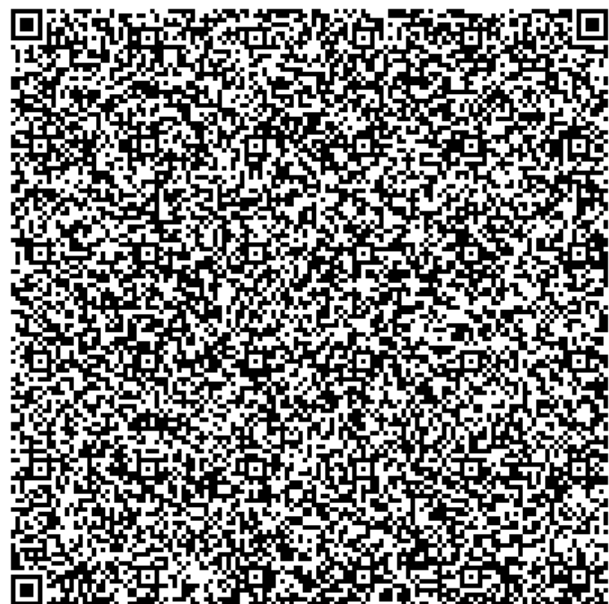
Together, India will defeat
COVID-19”

- ప్రధానమంత్రి నరేంద్ర మోదీ

In case of any adverse events, kindly contact the nearest Public Health Center/
Healthcare Worker/District Immunization Officer/State Helpline No. 1075

ఏదైనా ప్రతికూల సంఘటనలు జరిగితే, దయచేసి సమీప ప్రజారోగ్య కేంద్రం / హెల్త్ కేర్ వర్కర్ /
జిల్లా ఇమ్మునైజేషన్ ఆఫీసర్కు సంప్రదించండి / రాష్ట్ర హెల్ప్ లైన్ నెం. 1075

COWIN
Winning Over COVID



This certificate can be verified by scanning the QR code at
<http://verify.cowin.gov.in>