

RESUME

I.AJITH

Cell : 8220516254

Email Id : ajithdeny5697@gmail.com

OBJECTIVE:-

To learn and grow up in my career and to perform at my best in whatever role I am positioned, which suits my present skills and caliber and work towards customer delight which will help in achieving the organizational goals.

ACADEMIC PROFILE :-

Cou rse	Name of Institution	Year of passing	Percentage
BCA (Computer Application)	Sriram College of Arts and Science ,Perumalpattu, Thiruvallur	2021	70%
H.S.C	Dr.R.K.Govt.Boys Hr.Sec.School Tiruttani	2018	52%
S.S.L.C	Dr.R.K.Govt.Boys Hr.Sec.School Tiruttani	2016	66%

CERTIFICATION COURSES :-

- **Typewriting in English (junior)**
- **MS office**
Excel (VLOOKUP, HLOOKUP, SUMIF, COUNTIF, CONCATENATE, PIVOTABLE)

PROFESSIONAL EXPERIENCE:-

Working as a Assistant processing officer in Computer age management services Ltd

Job profile:

- Verifying the Demat, Remat and Redemption requests submitted by DP's and completed the cases with TAT and uploading in NSDL & CDSL site.
- Maintaining NSDL & CDSL Demat, Remat and Redemption documents and submitting it to Auditors,
- Handling NSDL & CDSL Auditing Quarterly and Yearly and getting Nill report and also facing Internal Audits,
- Coordinating with NSDL & CDSL and getting regular updates and implement the same,

- Handling Rejections of Demat, Remat and Redemption cases correspondence letter and maintaining the POD details for Audit purpose,
- Handling TRANSMISSION and TRANSFER OF LOCKIN Cases and following up the same till it completed,
- Processing daily basis Recon received from NSDL & CDSL and splitting AMC wise and share to AMC's,
- Processing Regular Benpos.

ACHEIVEMENTS :-

- Won All rounder performance and worked in the pandemic without Leave.
- won athlete at district level championship.
- Re-organized something to make it work better.
- Been complimented by your supervisor or co-workers.

EXTRA CURRICULAR ACTIVITIES :-

- Active member of school sports club.
- Organized and participated in many cultural and sports events.
- Participated in Blood Donation, Activities and other social welfare Programs.

PERSONAL DETAILS :-

Name	--	I.AJITH
Father Name	-	Mr.S.IYYAPPAN
Date of Birth	-	17/01/2001
Age	-	22
Gender	-	Male
Languages Known	-	Tamil & English
Current Address	-	No: 1D Haridass 2 nd street kolathur Chennai-99

DECLARATION :-

I hereby declare that the above written particulars are true to the best of my knowledge and brief.

Date :
Place :

Yours Faithfully,
(I.AJITH)