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# CURRICULUM VITAE

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## KUNAL VIJAY MORE

' B ' WING -108 ,JAI SHREE AMBIKA DARSHAN CO-OP HSG,SOC,AMBIKA NAGAR,GOGRASWADI ,  
DOMBIVALI – (EAST) -421201  
Mobile: 9664060671 / 9594226236  
Email: [kmkunalmore@gmail.com](mailto:kmkunalmore@gmail.com) / [kmkunalmore@rediffmail.com](mailto:kmkunalmore@rediffmail.com)

## Summary

I Have Good Knowledge in Banking and Investments sector . I am available for all Shifts.

## Education

Completed B.COM from Mumbai University in 2008.

## Other Qualification

Completed NISM – Series -VA : Mutual fund distribution certification examination

**Working with Ventura Securities Ltd. From 16<sup>th</sup> Feb 2013 to till Date.As a Executive.**

### About the Company

Ventura Securities Ltd. (Ventura) commenced operations in 1994 as a stock broking house. On its journey from then to now, Ventura has seen the capital markets mature and investors' requirements become more diverse. It has kept up with the times and today, it offers a whole range of investment products and services. Its appointed as a national level distributor for all mutual funds & it has a corporate member of both the BSE and the NSE. This enables us to trade in equities, derivatives, currency products and offer depository services..

### Job profile

#### **Department: - Mutual Fund Operations.**

- ❖ Handling Walking customers for Application forms ,redemption ,cancellation,portfolio details Etc
- ❖ Uploading RTA Transactions feeds – CAMS KARVY SUNDARAM FRANKLIN etc.
- ❖ Handling customer care service for Quiries ,forms & a/c Statements etc.
- ❖ Co-ordinate with AMC's ,branches for quires & rejection cases.
- ❖ Daily maintaining & sending Equity Collection report to MF head & Director.
- ❖ Sending Daily & Monthly Business MIS.
- ❖ Sending SMS for redemption & purchase to customer.
- ❖ Follow up – switch in data for those not under our ARN Code.
- ❖ Follow up for EUIN Quiries .
- ❖ PIN Mailer Generation.(Client login id & Password).

- ❖ Follow -up for online & offline txns feeds with AMC'S.
- ❖ Arranging office boys for Marketing Activities & collection Application form.
- ❖ Handling MF Offline & Online Clients for placing order .
- ❖ Uploading RTA Folio Master file.
- ❖ Reconciliation of RTA file with our system.

## **Working with L & T FINANCE LTD. From 2<sup>nd</sup> May 2011 to 14<sup>th</sup> Feb 2013 (Outsourcing Basis)**

### **About the Company**

L & T Finance fund income generating assets/activities while maintaining a clear focus on returns & offers a spectrum of financial products and services for trade, industry and agriculture. The company's focus segments are corporate products, construction equipment, Commercial vehicles and tractors.

### **Job profile**

#### **Department: - Operations –Financial Product Distribution - Retail Finance Group**

- ❖ Execution of routine transactions of Life Insurance & Mutual fund product in system after checking of proposal form & other requisite documents.
- ❖ Maintaining MIS of Life Insurance & Mutual Fund products on daily basis of which data we receiving from regional team.
- ❖ Uploading FEEDFILE & NAV file from CAMS to RMS system on Daily basis.
- ❖ Reconciliation activity on weekly basis with our system data v/s LI data from LIC for calculating commission as income for the company.
- ❖ Reconciliation activity on weekly basis with our system data v/s camps data for mutual fund for calculating as income for the company.
- ❖ Reconciliation of LTF cash deposit account v/s LTGI & IFFCO TOKIO cash deposit account for calculating commission as income for the company.
- ❖ Resolve data discrepancies & quality checking for LI & Mutual Fund transaction processing.
- ❖ Checking Insurance of LTGI charges credits dues & excess money in LMS System.

## **Worked with Reliance Capital Assets Management PVT LTD (Reliance Mutual Fund). From 4<sup>th</sup> Jan 2010 TO 30<sup>th</sup> April 2011 (1.5 years)**

### **About the Company**

Reliance Mutual Fund, a part of the Reliance Group, is one of the fastest growing mutual funds in India. RMF offers investors a well-rounded portfolio of products to meet varying investor requirements and has presence in 179 cities across the country. Reliance Capital Ltd is one of India's leading and fastest growing private sector financial services companies, and ranks among the top 3 private sector financial services and banking companies, in terms of net worth. Reliance Capital Ltd. has interests in asset management, life and general insurance, private equity and proprietary investments, stock broking and other financial services.

### **Job profile**

#### **Department: - Operations – Sales & Distribution Team.**

- ❖ Handling Mumbai Inventory.
- ❖ Ordering Marketing Materials of MF Products training materials Gift Items & vouchers etc.
- ❖ Processing pan India request of MF Products on daily basis through mails – RM, Branch manager, area heads, etc.
- ❖ Sending request according to Allocation & Clusters of Distributors.
- ❖ Handling & sending Edge training programmed materials to Distributors & trainers.
- ❖ Maintaining Daily MIS Report with Opening & closing balance of Marketing Materials.
- ❖ Processing CRM & Call center Request.
- ❖ Dispatching Couriers Daily Of Marketing Related.
- ❖ Solving Quarries by taking feedback from courier Agency.
- ❖ Processing Courier bills & Vouchers.
- ❖ One Point of Co-Coordinator.

**Worked with CITI Bank, City group Global Services Ltd. (FIPD Department)  
Financial Information Processing Division at Parel since 07 May, 2006 TO 01st, Oct  
2009 (Outsourcing Basis) (3.5 years)**

**About the Company**

Citi works tirelessly to provide consumers, corporations, governments and institutions with a broad range of financial products and services. We strive to create the best outcomes for our clients and customers with financial solutions that are simple, creative and responsible.

**Job profile**

**Department: - Operations –Financial Information Processing Division**

- ❖ Processing Corporate Monthly salary - with LTA & Reimbursement full & final settlements.
- ❖ Updating Of Company salary Instructions with cheques details in excel in specific format.
- ❖ Verification of instruction with cheques. Keeping the instruction on hold, which is not clear.
- ❖ Handling the queries.
- ❖ High value & Normal clearing cheques are sent to the clearing.
- ❖ Sending all the instructions to data entry for the same day processing.
- ❖ Co-ordination with Service RMS
- ❖ Signature verification of Salary instructions & Cheques.
- ❖ Ensure GCB/GCIB entries for all instruction.
- ❖ Passing of RTGS & NEFT Entries,
- ❖ Preparing the salary reject letter & draft.
- ❖ Dispatching the reject letter to Corporate.
- ❖ Updating the reject letters & drafts with pod numbers.
- ❖ Preparation of Reject MIS daily.

### **PERSONAL DETAILS**

Date of Birth : 19<sup>th</sup> August, 1984.

Marital Status : Married

Languages Known : English, Hindi & Marathi

**Hobbies & Interest : Cricket, Dancing.**

(Kunal Vijay More).