**ANIKET PRAKASH CHALKE**

Room No 10, Santashram, Sion - Trombay Road,

New Mandala, Mankhurd, Mumbai 400 088.

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**Mobile:** +91 9619358976/ +91 8898720546

**OBJECTIVE**

Aspiring for career enriching opportunities in administration, operation or customer service with a growth oriented organization.

**SUMMARY**

* B.COM (Financial Markets) from University of Mumbai with over 2 years and 2 months experience in Operations, Marketing, Admin and Sales profile.
* Focused & goal driven with strong work ethics, continuously striving for improvement coupled with commitment to offer quality work.
* Adaptable and a quick learner with skills to work under pressure.
* Possesses strong negotiation, communication & analytical skills.

**WORK EXPERIENCE**

* **Previous Employer:** State Street Syntel Services Pvt Ltd.
* Designation: Associate
* Department: Accounting
* Total Experience: 1 Year 6 Months (from Feb 2013 to August 2014)
* CTC: 2,40,000

**Job Description**

* Studying various financials including balance sheet, income statement and statement of changes in net assets, schedule of investments, cash flow statement, shareholder’s interest, financial highlights and notes to financial statements.
* Responding to client inquiries/phone calls in a timely manner to determine and resolve issues.
* Performing analytical review of financial operations of the process; interpreting financial data and projecting the financial probability of process; ensuring timely presentation of financial information.
* Managing tasks of reconciliation, trade capture, processing of corporate actions & pricing; handling reconciliation of various accounts; promptly researching and correcting any variances.
* Removing unnecessary procedures in processes; identifying change request and processing it by understanding the requirement of the customers.

**Previous Employer:** Kotak Mahindra Bank

* Designation: Assistant Manager
* Department: RL – Branch Banking
* Total Experience: 4 months (August 2015 to December 2015)
* CTC: 2,50,000

**Job Description**

* Receive and respond to customer service account inquiries on account balances, transaction details, statements and fees and charges.
* Open new accounts/Closing accounts
* Alterations to existing savings and current accounts
* Inquiries for home, car and personal loans
* Inquiries on internet services
* Handling cash transactions and cash balancing
* Overseas transfers
* Set up periodical payment authorities on accounts
* Promote bank products and services
* Change statement of account cycles
* Identify customer needs
* Refer customers to appropriate banking services and representatives.

**Current Employer:** Eco-pro Systems (Sole Proprietor Firm)

* Designation: Manager
* Department: Marketing & Administration
* Total Experience: December 2015 to Date
* CTC: (Rs. 28,000 per month)

**Job Description**

* Plan marketing and branding objectives.
* Expand product solutions and offerings.
* Analyze market trends and recommend changes to marketing and business development strategies based on analysis and feedback.
* Prepare and adhere to budgets.
* Ensure brand messages are consistent.
* Gather and analyze customer insight.
* Take calculated risks based on data-driven analytics.
* Drive overall CRM and direct marketing.
* Looking after shipping and logistic of finished goods as well as raw material.
* Maintaining records of clients and their requirement.
* Managing company website and design.

**EDUCATION**

* Post-Graduation Diploma in Banking Management(PGDBM) from Times Center for learning, Mumbai in 2014 - 2015 with aggregate 68%
* B.Com (Financial Markets) from University of Mumbai, Maharashtra, Mumbai in 2012 with aggregate 72.83%
* HSC from Maharashtra State Board for Secondary and Higher Secondary Education in 2009 with 62%
* SSC from Maharashtra State Board for Secondary and Higher Secondary Education in 2007 with 67.23%

**CERTIFICATION**

* NISM-Series-V-A: Mutual Fund Distributors Certification Examination.
* Certification in Economic Times Fin Pro for PGDBM.

**TECHNICAL SKILLS**

Operating System: Windows 98/XP/ windows7/8/10

Software Package: Tally ERP 9, Microsoft office (Word, Excel, PowerPoint, Outlook)

Other: MS-CIT Certification/ Internet Application.

**ACADEMIC PROJECTS**

* Project on Foreign Exchange Market in India
* Project on Financial Services

**EXTRACURRICULAR ACTIVITIES & ACHIEVEMENTS**

* Participated in various inter-collegiate events such as power point presentation, Debate competitions
* Participated in national level competition organized by United Business School at IIM Bangalore
* Participated in Seminars held by dignitaries in the field and organized by other colleges
* Part of college Cricket Team
* Served as Treasurer and Volunteer in College BFM department yearly inter colligate event “NIRAYA”

**PERSONAL DETAILS**

Date of Birth: 11th April 1990

Gender: Male

Nationality: Indian

Marital Status: Unmarried

Languages Known: English, Hindi, and Marathi