Prafulla Hiteshbhai Maratha

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| **Email :-**  **pinky.malavi25@gmail.com**  **Contact No. :-**  Mobile:- 9586848520  **Contact Address :-**  A/15, SHUBHLAXMI FLAT, NEAR R.J.TIBREWAL COLLEGE, VASTRAPUR  Ahmedabad :– 380015. Personal Data :- Sex :- Female  Nationality :- Indian  Marital Status :-Married  DOB :- 29-Dec-1991  **Languages Known :-**   * English * Hindi * Gujarati * Marathi | Educational Qualification  **Academic Qualifications :-**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Course** | **School/College** | **University** | **Year** | **Percentage/Grade** | | **PGDHRM** | B.K. SCHOOL OF MANAGEMENT | Gujarat University | 2013 | C  Grade | | **T.YB.COM** | R. J. TIBREWAL COMMERCE COLLEGE | Gujarat University | 2012 | 55% | | **H.S.C** | KameshwarVidhyalay | GHSEB | 2009 | 68% | | **S.S.C** | KameshwarVidhyalay | GHSEB | 2007 | 78% | |

#### PROFILE

A dynamic and result oriented as data entry operator Professional with more than 6 years of experience having good interpersonal skills and a vision to provide quality services through continuous learning and team work. Eager to work in a challenging environment and always fosters self-development process through continues learning efforts.

#### CAREER OBJECTIVE

I want to work in challenging environment, where my skills and personal abilities can be utilized to full advantage, I would like to grow in an organization which nurtures an intellectual and creative approach to problem solving, which provides and opportunities to learn.

#### Total Professional Work Experience :- 7 Year

* Money Manage (FROM 06-03-2018 TO Till Date)

Branch Operation Officer

1. Process Day to Day Mutual Fund Transaction
2. Also Process FD
3. Do Transaction Online through MFU
4. Maintain MIS Report OF all Mutual Fund and FD transaction
5. Solve Query of Transaction
6. Handle Entire Branch Operation

* KARVY COMPUTERSHARE PVT LTD (FROM 28-11-2016 TO 05-03-2018)

Investor Relationship Officer

1. Handling of Fronk Desk Investor And AMCS Services.
2. Accept of Application From Cheking AS per Application Completeness Verification Checklist.
3. Dividation of Diffierent AMCS of Applications.
4. Knowledge Of MF Utilities.
5. Data Entry like Purchase, Redemption, Switch, STP, SWP
6. Also doing High Value Liquid Purchase and Redemption.
7. Non Commercial Entry and DTR Verification.
8. Cheque Deposition file for Banking Task.
9. Attend all Investor and AMC Regarding All Product.

* **ELECTROSOFT :- CMS Dept. (Axis Bank Ltd) :- Since Last 5 Year (From 01-05-2011 to 30-03-2015) working with ELECTROSOFT AS COMPUTER OPERATOR. ( DATA PROCESSING EXECUTIVE.)**

**AXIS BANK LTD TXB DEPT ON BELAHF OF MANAGEMENT 2000**

**PLACEMENT & RECRUITMENTS PVT LTD FOR 8 MONTHS (FROM 01-04-2015 TO 25-11-**

**2016)**

1. LCC/ UCC/PDC/TRF Cheque Entry
2. Relization DD processing
3. LCC/UCC/TRF Returns Cheque Entry
4. Cheque Printing
5. Verififying payee name on all the instruments with deposit slip details.
6. Uploading of files in prefunds.
7. Inventory management.

8.) UCC schedules preparation & dispatch management.

#### What I Can Offer Your Company :-

I rate myself to be a good team player. Besides I have an ability to keep people around me in best and good humor.

I am hard working and dedicated towards my work.

I have strong innovative ideas, which I achieve through constant experimentation.

#### DECLARATION

I hereby declare that the information furnished above is true and accurate to the best of my knowledge. I am ready to submit all the relevant certificates to certify that the above information is true.

Thanking You.

PRAFULLA MARATHA