

Krunal M. Parmar

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Objective

To work with an organisation where I can use my Technical knowledge & Skill, for the growth of company and my self.

Summary

- **Total 3.5 years of competitive experience in Mutual Fund industry.**
- Good work ethics with excellent communication and interpersonal skills.
- Ability to work well in both a team environment and individual environment.

Key Roles & Responsibilities:

- I am taking BOD-EOD of TSM and tally the count processing team.
- Also accepting txn at F O counter as well proving request as per investor demand.
- I am doing scrutiny of txn and if any missout in that case request investor to fill up the same to avoid rejection of txn.
- I am having very good knowledge of customer care departmet.
- I am processing all kind of txn as well as KYC and KYD.
- I am processing MFU as well as nse txn.
- Educuting investors for having online and Mobile apps of CAMS.
- Accepting AMC txn and of the day tally with schedule.
- Also handling insurance work also so doing multiple activities at CAMS.

Technical Skills :

- Well versed with MS office
- Easy-office
- SAP Basic
- Internet & Mailing

Educational Qualification :

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| S.S.C (10th) | Guj. Board | 50% | Pass Class |
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| H.S.C. (12th) | Guj. Board | 49% | Pass Class |
| B.com. | Guj. Uni. | - | Cursing |

Professional Experience:

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| (I) Current Employer | Computer Age Management Services Ltd |
| Duration | Feb-2018 to till continue |
| Role | Data Entry Operator |
| Current Location | Ahmedabad |
| Notice Period | 30 days |

Other :

Current CTC : 14850/-
Expected CTC : 20000/- Gross
Notice Period : 1.5 month

Personal Details :

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|------------------------|--|
| Name | Krunal M. Parmar |
| Date Of Birth | 26/12/1996 |
| Languages Known | Hindi, English, Gujarati |
| Marital Status | Unmarried |
| Hobbies | Travelling & Reading |
| Address | 11,Gurjarnagar Society, Behind Shardaben Hospital, Nr.Vorana Roza Nirmalpura, Saraspur Ahmedabad-380018. |

Yours faithfully,

Krunal Parmar