

CURRICULUM VITAE

MANOJ MURLIDHR ROKADE	Address :KAMGAR NAGER BMC COLNOY NO A4/7 KURLA EAST MUMBAI PINCOD:-400024 Contact No. : 8291750791 Email : ms.manojrokade@rediffmail.com Date of Birth : 14 th November 1982 Marital Status : Married
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Professional Summary

- A keen learner with 6 years 02 months experience in Client servicing. Effective communicator with excellent relationship building skills. Have always achieved volume and revenue goals via the combination of customer acquisition and relationship management.

- Proven ability to develop and maintain high levels of morale, motivation and commitment among team members. Problem-solver / troubleshooter with strong interpersonal and communication skill.

Current Organizational Experience

VENTURA SECURITIES LIMITED.

About The Company:

VENTURA SECURITIES LIMITED: Ventura Securities Ltd. is a leading stock broking organization promoted and managed by professionals having exceptional knowledge of Capital Market. Ventura is a full-service domestic brokerage house providing value-based advisory services to Institutions (Foreign and Domestic), High Net Worth (HNI) and Retail Investors with its core area of operations being stock-broking.

Tenure : April, 2014 to Till Date.

Designation : Representative

Department : Equity Sales

Job Responsibilities:-

- ➔ Acquiring new clients for Online Trading a/cs.
 - ➔ Concentrating on the revenue generating segments like HNI acquisition, by selling the Ventura's products like E-Broking, Mutual Fund.
 - ➔ Generating references for achieving targets on monthly basis.
 - ➔ Building up the consistency in the growth by acquiring bigger clientele for better revenue structures.
 - ➔ Maintain a track record by MIS, i.e. Monthly Information System.
 - ➔ Working closely with our research team to offer inputs to Retail clients on various investment options.
 - ➔ Promotional Activities of the Online Trading products in different Corporate.
 - ➔ Handling various objection and queries of clients.
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Prior Organizational Experience

- ❖ Working in **3globalservices Pvt.Ltd.** as an **Audit Advisor** in Internal Audits Department (Aus-Process) on Contract basis from Feb. 2009 to Jan 2014.

Job profile:

- Analyzing Consumer Campaign Requests sent by the Australian (RA-AUS) for Business accounts, applying credits through system where applicable & escalating cases to respective if required.
- Reporting activity whereby the accounts highlighted to Operations for trending & coaching purpose.
- Analysis of bad debt accounts (AR Rating "Y") with non-zero invoices to determine cause of continued billing & further action where required (further action to include suspension / deactivation of services, escalation to Billing BO team for PSMS claw back, etc).

- Analysis of prepaid accounts with credit balances (as per data sent By Australian) to check validity of the credit & reversing credit to return the account balance to \$3000.
- Analysis of postpaid accounts with credit balances (as per data sent By Australian) to check validity of the credit & recommend credit reversal or alternate action on the account if required.
- Analysis of accounts with waivers applied for SPC but charges missed by system & charge back.
- Analysis of business accounts & escalation matrix.

Prior Organizational Experience

- ❖ Worked as a Office Assistant in the Account Opening Department **HDFC Securities Ltd.** Chandidali Andheri (E) From June 2006 to Feb. 2009 with Reference to **A.M. Bhatkal Financial Services Ltd.** On Contract Basis.
 - * Inputting Accounts Opening forms in TAT system
 - * Data entry i.e. Online Trading Account Opening.
 - * DSA i.e. Authorised forms.
 - * Co-Ordinating with HDFC Bank branches regarding rejection.
 - * Verification of Trading account Opening forms.
 - * Pan Verification on NSDL Website.
 - * Follow-up with the customer for missing documentation

Academic profile

Examination	Year of Passing	Percentage (%)	Class	Board/University
H.S.C.	Feb. 2004	43.83 %	Passed	Mumbai
S.S.C.	March-2000	40.93 %	Passed	Pune

Computer Skills

Packages Ms Office, D.T.P., Web page designing, C, C++, Java programming, Tally - 5.4,
(Diploma in computer Hardware &Networking)

Additional Qualification

1. MS-CIT Computer Exam of Govt. of Maharashtra

Percentage Secured 69%

2. Typing Speed 40wpm.

Additional Information

Hobbies: Listening to Music, Reading and Cricket.

Languages Known: English, Hindi and Marathi.

Strengths

Good team Player and good Communication skills, positive attitude with an aptitude for Continuous learning.

I hereby affirm that the information in this document is accurate and true to best of my Knowledge.

Place : Mumbai

Date :

Signature : _____