

VINAYAK ATMARAM BAGWE

BACK OFFICE ASSISTANT

PHONE | (+91) 9404801787
EMAIL | vinayakbagwe59@gmail.com
LOCATION | Pune, INDIA
EXPERIENCE | 10 Years 0 Month

Key Skills

- Data Entry Operation
- Typing
- Tally
- Ms Office
- Unix Exp In 2 Yrs
- Accounting
- Exp In 2 Yrs
- Dcga

Languages

- English
- Hindi
- Marathi
- Malvani
- English
- English
- Marathi
- English
- Hindi
- Marathi

Profile Summary

7 year successful carrier in TCS company Hinjewadi IT park pune for back office executive roal

Work Experience

Back Office Assistant

Q connect Company pvt ltd pune
07/2018 - 10/2019

It's chat process in NVSD e- mails also solve queries in tata play customer from outbound process

Senior Associate

Tata Consultancy Services
11/2011 - 12/2017

In Deutsche bank project in equity team my job profile Us client required treding in capital market so firs client send mail in outlook mail inbox first i check mail then accepted request IMS Equites team then if client requies account opening so we accepted request and opening normal account, 15a6 account, prime service account, prime brokrage account all this account priority basis its capital market process also client required account maintance for ex BR/TR Update, Address update so we do this activity and Standerd settelement instruction (SSI) for 41 market in 41 countries international capital market we doing treding as per client request.

Senior Associate

Tata Consultancy Services Ltd.
11/2011 - 10/2017

My job roal is international clients investment in

equity mutual fund for duesh bank also back office work in TCS company pune

sr.associate

Tata Consultancy Services Ltd.

11/2011 - 10/2017

It's BFL process we provide personal loan, salaried loan, home loan in Bajaj existing customer for all over India and telibinding process to provide family floter cover in Bajaj customer also Bajaj EMI card sales in Bajaj customer

Accountant

Cheroan pokphand India company Pvt Ltd, pune

11/2010 - 10/2011

It's chicks medicine and feed company my roal its medicine or feed purchase and sales entry in Unix software also stock maintenand daily MIS report send my Sr Accountant

Education

M.Com - Commerce

2008

Pune University

Grade - 50%

B.Com - Commerce

2006

Pune Univercity

Grade - 55%

12th

2003

Maharashtra , Marathi

Grade - 60-64.9%

10th

2000

Maharashtra , Marathi

Grade - 60-64.9%