

Shweta Shashikant Shinde

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☎ 9356331371

📍 Katraj, Pune

in India www.linkedin.com/in/shweta-shinde-1461641b9

👤 Indian

Female

Profile

Experience and motivational Associate with 3.5 years of experience in helping the team and steering business operations for maximum productivity and portability. Possessing ability to identify the issues in the operations and the methods to resolve them. Quick learner with excellent Data Organizational skills.

Education

SSC, Vishakarma Vidyalaya (10)
Pune, India

HSC, Garvare College
Pune, India

BCOM, Yashwantrao Chavan
Nashik, India

Awards

Spot Recognition Award

Courses

Tally ERP.9, Soham Institution
Pune, India

Professional Business Accountant, Soham
Pune, India

Certificates

- MS-CIT
- Typing Speed 25 – 30 WPM

Languages

English	● ● ● ● ●
Marathi	● ● ● ● ●
Hindi	● ● ● ● ●

Professional Experience

Customer Support (Finance), Infotech Software Pvt. Ltd
04/2022 – 10/2022 | Pune, India
Create Purchase Order, Goods Received Note (GRN),
Follow-up with customer for payment, Prepare
Delivery Challan, Tax Invoice, daily basic transactions
like Petty cash book, cash transactions

Sr. Associate in Capital Market (Investment Banking), Atos Syntel
01/2020 – 03/2022 | Pune, India
Asset Servicing, Custodian Activities, Reconcile,
Accounting processing
Processing various monetary transactions as per the
instructions.
OMP, MT103 - Foreign, MT202, Checks, EM and VMW,
Fed wire.

Accountant,
Oasis Institute of Health Science and Management
05/2019 – 12/2019 | Pune, India
Accountant

Cash and Reconciliation

Accounting, Nilesh Enterprises
05/2018 – 04/2019 | Pune, India
Client Relation, Accounting, Presentation Skills.

Post : Senior associate
Name of Company : SS&C (DST Services Ltd)
Process : Asset Servicing Estate valuation Duration of
Service :
Job Responsibility:
• Working on DOD valuation and stock transfer in
estate valuation process.
• Responsible for checking death certificate, grant of
probates and other dealing related
documents.
• Transferring deceased client's estate to legal
executors.
• Dealing of estate as per executor's instructions like
reinvesting, selling & accumulation
of funds.
• Mentoring new joiners and providing feedback and
assisting on queries.
• Allocating work among the team members.
• Being involved in process improvement practice and
calls with the clients for business
transition over the phone.

Declaration

To work in a creative and challenging environment where I would constantly upgrade my knowledge and skills.

Interpersonal Skills, Quick learner with excellent Data Organizational skills.

Shweta Shinde
Pune