

ASHWINI CHAVAN

Flat No-402, Panchasheel,
Plot no-48A, Sec-20
Navi Mumabai, Kamothe-410209
ashwinichavan31092@gmail.com
Contact-: 9594878201

Career Objective

- To provide myself in a challenging position of responsibility that would stimulate & establish me as an asset to my employer.
- Ambitious financial professional with superior analytical and problem solving skill.

Skill

- Concept, practice & procedures of mutual fund product management in a financial services environment .
- Microsoft Office.

Internship

Name: R. M. Capital (Sub Broker of Angel Broking Agency)

Topic: Equity Share Price Behavior of Selected Industry

Profile: Trainee

Work Experience

SAHARA MUTUAL FUND

(May 2018 to May 2020)

Designation: - Executive (Operation Dept.)

- Timely preparation of daily cash flow and reporting to the fund manager.
- Ensure daily reports such as DTR, High Value Transaction Redemption, Distributor AUM, and AUM report are shared with the respective recipients.
- Ensuring timely fund movement across various bank account through various banking channels within the stipulated timelines.
- Monitoring unclear purchases and pending transactions report.
- Processing of Financial and Non-Financial Transactions such as Purchase, Redemption, Change of Bank Mandate, and Change of Address handling correspondences with respect of Rejected transactions.
- Co-ordination with Karvy for resolution of all type of queries at escalation level.
- Interaction with banks for reporting the daily inflow/outflow detail to treasury desk, account closure, addition/deletion of signatories, net banking access, recovery of dual payment whenever done.
- Reviewing bank reconciliation of redemption, unclaimed, stale cheque account & prepared monthly banking reconciliation.
- Prepared quarterly unclaimed data for IR.
- TDS & STT Online Payment Monthly.
- Filling TDS, GST returns & STT Returns before due date.
- Monthly Expenses Payments & updating in cash flow.

Education

Bcom : Commerce, 2013

Elphinstone College – Mumbai

MMS: Finance, 2015-2017

Parle Tilak Vidyalaya Association's Institution of Management- Mumbai

Certificate Course

- NISM-Series-V-A: Mutual fund Distribution Certification Examination
- NISM-Series- VIII: Equity Derivatives Certification examination

Personal Information

Date of birth: 3rd October, 1992

Marital status: Unmarried

Languages known: English, Marathi and Hindi

I hereby declare the information provided is genuine and true to my knowledge

Date:

Place: Mumbai

(Ashwini Madhukar Chavan)