



Vidya Gore

Senior Process Associate

I am a different thinker, always hungry for work, knowledge & learning something new that's make me a knowledgeable & victorious person. To work with the reputed organization and utilize my knowledge, skills and expertise to add value to my work and to my organisation. To secure a challenging position in a reputed organisation to enhance my leanings, Knowledge and skills in order to increase productivity of organisation and Individual growth.

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📍 A/1/20 , Ashirwad Chawl, Bandar Pakhadi Road,
Kandivali West, Mumbai -400067, Mumbai, India

4.1 YEARS

Senior Process Associate

TATA Consultancy Services [1 Years 4 Months]

02/2022 - 06/2023,

Mumbai

Certified As Maker & Checker, Received Certificate on completing 100+ days in a office post pandemic

- Bank of Ireland Post Insurance Process
- Handling Post Insurance Portfolios For The Ireland's Client.
- End To End Insurance set Up With Proper KYC Verification As Per The Clients Requirements.
- Investigation, Claim Amount Set Up & Resolving Queries As Per The Request.
- Maintaining MIS Report
- Effective Work On Excel
- Handling Payment Receipt Administration Process.
- In PRA handling EUR payment processing.
- EFT payment input in PRA system.
- Also handling checker activity.

Financial Advisor

Motilal Oswal Financial Services Ltd. [9 Months]

02/2020 - 10/2020,

Mumbai

AU super champ in the month of September 2020

- Handled HNI Client
- Understand the financial need & risk appetite of the client & recommend suitable products from the array of financial products available with us like-Mutual Funds, PMS, PE, Bonds, Structured Products, Life Insurance and other Wealth Products etc.
- Responsible to generate brokerage primarily through advising clients on the inequity portfolio .
- Develop and maintain a long-term relationship with customers to maintain high level of retention of the existing customers and focus on generating new business .
- Will need to be constantly updated with the market knowledge.
- Ensure all the activities are in adherence as per compliance and risk.
- Keeping the clients updated on their orders.

SKILLS

Willingness to learn always

Written & Communication Skills

Ability to deal with people, Smart Worker

Team Handling

Maintain Accuracy's

MSCIT

Advance Excel

Strong Networking Skills

Good Interpersonal Skills

Good Quantitative Skills

PERSONAL PROJECTS

Not Applicable

ACHIEVEMENTS

Certified As Maker & Checker, Received Certificate on completing 100+ days in a office post pandemic

AU super champ in the month of September 2020
Achievements (09/2020)

MARATHI, HINDI, ENGLISH

Language

Full Professional Proficiency

INTERESTS

Dancing

Reading

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4.1 YEARS

Backend Operations Executive

HPMG Shares and Securities Ltd. [2 Years]

01/2018 - 12/2019,

Mumbai

Achievements/Tasks

- Opening Trading and Demat account
- KYC & CKYC.
- Account modification process
- Physical shares process.
- Apply IPO on behalf of client's
- Mutual fund (SIP, LUMSUM, STP&REDEMPTION) process.

EDUCATION

M.com

Mumbai University

2018 - 2019,

Mumbai

B.Com

M.L.Dahanukar College

2016 - 2017,

Mumbai

H.S.C

M.L.Dahanukar College

2014 - 2015,

Mumbai

S.S.C

Balak Vihar Vidyalay

2012 - 2013,

Mumbai