**CURRICULAM VITAE**

# TEJASHRI GAIKWAD

**Address: R No.7, Durga Mata Chawl,**

**Navjeevan A HanumN Nagar B,**

**Vikhroli Mumbai - 400079**

**Mobile:** 7738492468

**Mail:** tejashripawar60@gmail.com

## Career Objective

To pursue growth of my career in a competitive and challenging work environment which will enable me to learn, grow and substantially build on my knowledge acquired during the course of my study and at the same time give me an opportunity to contribute to the growth of organization where I work

**Education Qualification**

1. Bachelor of Commerce from Mumbai University in Year 2013 with 60%

## Organizational Experience

1. **Shree Tisai Consultant Pvt ltd (Kalyan, Mumbai) Since May 2010 - june 2021 ( 8y 11m )**

Working Experience with stock broker as Accounts Manager and have worked in various areas as

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* + - Manage & Control overall functioning & supervision of depository operations.
    - Implementation of internal control & process to smoother operation
    - Experience in Equity & F&O operations or Trade Settlements
    - Day to day settlement activities of fund & securities ayin /pay-out
    - Experience in CDSL DP System (Cdas)
    - Experience in Handling Audit/Concurrent & Internal Audit & Statutory Audit.
    - Handling Backoffice operations pertaining to buyback/OFS/Dividend & reconciliation.
    - Interacting with Clients for resolving queries.
    - Manage & Control team responsible for processing all above products.
    - Day to day accounting updation, reconciles & preparing reports. By analysing account information.
    - Payroll Process, Maintaining Clients Ledgers, Process Daily Client Invoice, & Client fund pay-out.
    - Sub brokers commission working & payments.
    - Finalising balance sheet, profit and loss statement, and other reports.
    - Maintaining Petty Cash.
    - Tax working & Payments & return filing.
    - Compliance related reports updation (Weekly/Monthly/Quarterly/Yearly).

1. **PHFinancial & Investment Consultant pvt Ltd (Andheri, Mumbai)**: **Dec 2021 – march 2022**

Working experience of 3 Months, Job folio as under.

* + Trade settlement Equity &FO
  + Client payout process
  + Bank Reconciliation
  + Securities payin & Payout
  + Weekly Compliancere portsupdation.

3.**Deal money Commodities Pvt Ltd**: Apr '22 - 31st march 2023

working as senior executive settlement operations.,

job profile: -

* + Client Securities payout & Early Payi**ng**
  + Holding Reconciliation on daily basis
  + Sending Reports to Clients (Weekly/Monthly/Quarterly)
  + Pledge & Unpledged Shares…

## Computer Skills

1. Working Knowledge of MS-Excel.
2. Working Knowledge of MS-Office.
3. Working Knowledge of Internet.
4. Experience of working in various software like Tally 9 ERP & Standard software

### Personality Traits

**Hobbies** Listening music.

**Qualities** Disciplined**,** Honest & Smart working.

### Strengths

* Analytical mind to identify problems and implement effective solution.
* Flexible by nature.
* Positive Attitude.
* Hard working & Self Confident.
* Capable to work in Team.

## Personal Profile

**Name : Tejashri Gaikwad**

**Date of Birth : April** 24th 1992

**Father’s Name : Dilip Pawar**

**Mother’s Name : Meera Pawar**

**Marital Status : Married**

**Religion :** Hinduism

**Nationality :** Indian

**Language Known :** English, Hindi, Marathi

## Declaration

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

**Date: Place: Kalyan (Tejashri Gaikwad)**