

RESUME

KEDARNATH PRABHAKAR DAMANE

Sidhivinayak Angan Society, A wing, Flat No. 08,
Near Navale bridge
Manaji nagar,
Narhe Pune – 411041.

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CAREER OBJECTIVE

- To work in a professional environment where I can contribute to the organization through my skills and dedication.
- To achieve challenging goals, where my knowledge is updated and can be utilized and improved.

PROFESSIONAL EXPERIENCE:

I have total **5.8 years'** experience in **Banking and Capital Market** Domain Industry.

Designation: Trainer – Talent and Training Team – MPHASIS LTD

- Worked on multiple projects- **LPL financial, Charles Schwab.**
- Sharing update with team on daily basis and responding to the client's escalations regarding production.
- Handling **70 agents** batch (retail team)
- Train to New Hire and certify them. (process training)
- Team huddles arranged for providing brief on Quality performance in the process and new changes roll out in the process
- Sending reports like **SLA report, Allocation report, MOM, EOD.**
- Taking initiative to increase the productivity by taking training with the processors to make them understand the faster methods as well as product/process knowledge.
- Working on Retirement Plans, Funds and Security Transfer.
- Sending Training Reports – **TNA, TU, 30-60-90 Data, ARP report, Conduct PKT.**

TECHNICAL SKILLS

- Proficient at using MS applications such as Word, Excel, PowerPoint.
- Collecting Data & Create tables in Excel. Allocation report, SLA report.

PROJECT DETAILS:

- LPL Financial –
LPL financial is US financial brokerage firm. Open retirement and non-retirement accts. Transfer securities and mutual fund to another acct. Tax calculation as per state rule. Multiple applications like IRA, Wire, RMD, and TPC.
- Charles Schwab –
Charles Schwab is US financial brokerage firm. Open retirement acct. As per requirement make changes in acct like name change address change. Provide statements and confirms. Conversion of accts. Trust request. Transfer securities and mutual funds. cash request processed via journal request. Close acct as per client demand.

EDUCATIONAL QUALIFICATION:

- Completed **M.B.A from Pune University.**
- Completed **B.com from SRT University, Nanded** with Distinction.
- Completed Higher Secondary Certificate from D.S.M with Distinction.
- Typing Speed: - **45 wpm.**
- **Tally 7.0 with A+**

ACHIVEMENTS:

- Awarded for Most Improved Performance and certificate for Spirit of winning.
- Received many times appreciation mail from clients for achieving accuracy & maintaining high standards.
- WINNER IN CHESS TOURNAMENT (Zonal certificate of merit) 2008-09.

SUMMER PROJECT:

ANANDRATHI SHARE AND STOCK BROKING LTD.

- Project Title: - ANALYSES OF VARIOUS MUTUAL FUNDS SCHEMES AVAILABLE WITH ANANDRATHI.

EXTRA CURRICULAR:

- Participation in lifebuoy HAND WASH CAMPAIGN organize by Pune municipal co. & Lifebuoy Ltd.
- Participated in Inter college competitions of MAD AD 2011.
- Participation in SOFT SKILLS PROGRAMME 2008.
- Participated in NATIONAL SERVICE SCHEMES (NSS) During 2009-2010.
- Participation in social welfare programme 2009

HOBBIES

- Playing Chess

PERSONAL DETAILS

Date of birth	:	Dec 26, 1989
Permanent Address	:	Nanal peth, Babu genu road, Parbhani – Maharashtra. 431401
Marital Status	:	Married
Blood Group	:	B+
Languages Known	:	English, Hindi and Marathi

DATE:

PLACE: Pune

(Kedar Prabhakar Damane)