**Curriculum Vitae**

Kuntluru Mahender H.No C-910, NGO‘s Colony

Vanasthalipuram Hyderabad-500070

Mobile No: 8885902385

E-mail: mahenderok@gmail.com

**Career Objective**

Intended to build a career with corporate environment with committed and dedicated people, which helps me to explore myself fully and realize my potential.

Experience:

From 10th March 2018 to 10 Nov 2023

Organisation : Religare Broking Ltd

Branch : Secunderabad, Telangana

Roles :Dealer

Punching orders on behalf of clients and , end of the intimating the positons of clients , suggesting clients as per research calls received from head office and maintaing the relations ship with old clients and intiating for new demat account opening.Preparing mis reports and achievening revenue targets.

Typing Speed : 30 to 35 words per minute.

From Jan 06th 2009 to 07th March 2018

Organisation : Karvy computer Share private limited

Place : Hyderabad

Position : Executive (Backend Operations in Mutual Funds (Query

handling team through mails and chat process) (UTI Funds).

From September 2006 to August 2009

Organisation : Stock Holding Corporation of India Limited (SHCIL)

Position : Executive

Job Profile:

Front office and Backend Operations in Stockmarket

Accepting and processing trading instruction slips within time (Pay in and payout delivary slips from Clients and Brokers).

1. Accepting and processingPledge delivary instruction slips.
2. Coordinating with other teams in headoffice and handling BSE stockmarket terminal and punching the orders and confirming the same to the investors.
3. Crossselling the Mutualfunds, LIC and General insurance at the counter level.

July 2005 to August 2006

Orgisation : ICICI Bank Private Ltd, Hyderabad.

Position : Sales Executive

Educational Qualifications:

MBA passed from Osmania University Hyderabad

B.Com passed from Osmania University Hyderabad

Computer Skills:

Packages : MS-Office

Operating Systems : Windows 98, Windows XP

**Personal Profile:**

Father’s Name : K.CHANDRAIAH

Date of Birth : 18.09.1981

Religion : Hindu

Nationality : Indian

Languages Known : English, Hindi and Telugu

Marital Status : Married

Hobbies : Listening music and playing cricket.

Place: Hyderabad (Kuntluru Mahender)