

PRADNYA BAPU GAIKWAD

Lokmanya Chawl, Hanuman Nagar, Kandivali (East),
Mumbai – 400101

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CURRICULUM VITAE

Career Objective:

I am looking for an opportunity to contribute to service industry to the best of my knowledge & Hard work to succeed in the chosen field.

Educational Qualification:

Qualification	Board/University	Year of	% of Marks
T.Y.B.Com	Yashwantrao Chavan University	2016	60%
H.S.C	Mumbai University	2012	55%
S.S.C	Mumbai University	2010	63%

Work Experience:

Neeraj International Pharmaceutical Distributor

Worked in Neeraj International (Pharmaceutical Distributor) for 1 Year as a Computer Operator & Handling Daily Accounts in their own Software Package.

Nature of Job

- Making Receipt, Payment & Cheque issue Entries in their own software Package.
- Purchase & Sale Entries in their own Software.
- Handling Expiry of Medicines.

Aryan Imagine & Business Consultant Pvt. Ltd.

Worked in Aryan Imagine & Business consultant Pvt. Ltd. for 1 year as a Computer Operator cum Data entry operator.

Job Description

- Data Entry in their Own Software.

Angel Broking Pvt. Ltd.

- Worked in Angel Broking Pvt. Ltd. for 7 month as Trader.

Evermore Stock Brokers Private Limited

Working with Evermore Stock Brokers Private Limited November 2015 to till date.

Designation: Executive

Job Description

- Daily Process for all Exchange in Back office.
- Daily Span & Exposure Margin Calculation.
- Daily Profit & Loss & Margin Tally With Exchange.
- Send Daily Reports to Traders (Net Position, Delta Reports, BanScripts)
- Delta & Arbitrageurs M.I.S Preparation & Run in Software.
- CDSL Knowledge (Account Opening/ Modification/ Deletion)
- Pay in & Payout.
- Trading code open in UCC.
- Basic Accounting Part (Receipt, Payment & Journal Voucher) Entry pass in their Own Software.

Computer Skills:

- MS-CIT
- Typing Speed 30 W.P.M.
- Account Software : Tally-ERP 9

Personal Strengths:

- ❖ Disciplined
- ❖ Dedicated
- ❖ Hard-working

Declaration:

I hereby declare that the information given above is correct and true to the best of my knowledge and belief.

Date: _____ \ _____ \ _____

Place: Mumbai

(PRADNYA BAPU GAIKWAD)