

## **RESUME**

**Name:** **MR.ABHAY MADHAV KUNTE**

**Address:** 283, 'Vasant Chhaya', 2<sup>nd</sup> floor, Brahmin Alley,  
Bhiwandi -421302  
Mobile -9823518042  
Landline – 02522-255903

**Date Of Birth:** 20<sup>th</sup> March 1976.

### **Educational Qualification:**

<b>Name of Course</b>	<b>Name of University/Board</b>	<b>Year</b>	<b>Marks Obtained</b>
S.S.C.	Mumbai Board	March-1991	First Class
H.S.C.	Mumbai Board	March-1993	Second Class
B.Com.	University of Mumbai	April-1997	Second Class
M.Com.	University of Pune	May-1999	Second Class
Mutual Fund Advisor	AMFI	September-2006	Second Class
Financial Markets	<b>N.C.F.M.</b>	June-2010	Distinction
INSURANCE	I.R.D.A	September-2010	First Class

Currently pursuing C.F.P. From F.P.S.B

### **Extra Qualification:**

Basic Computer Knowledge

### **Work Experience:**

Working as a mutual fund advisor from last 5 years.

Worked as customer Care Executive for one year in bound process handling inbound calls and doing out calling activities. Also sending the mails to the investors.

Currently working as Investor services Executive with Quantum Mutual Fund from Three year.

### **Job Profile:**

- Handles **In Bound Calls** of the investors in the customer care and assist them in resolving the queries or providing folio related information like for redemption, scheme details, fund information, SIP & other folio related information.. Information regarding the new investment procedure and KYC details..
- Do Out Calling for the **FMP's**.. Do call the existing investors to inform about the new FMP's launch and inform the details of the same to them.. If found interested to send SID and KIM on the email address..
- **Send mails** to the investors in case of the requirement of the **account statement** on the email
- As of now I am Data entry operator (application details as per process required ), corporate action

### **Requirement**

Post : Banking related, as an Accountant, Back Office in bank only.  
Salary : 22500 to 25000  
Location ; Mumbai,Thane, Kalyan

; Mumbai, thane, kalyan

### **Hobbies:**

Watching Cricket & Tennis

Travelling at various places

*Assisting people for the better portfolio profile management....*

### **Language Spoken:**

English, Hindi & Marathi

**LOOKING FOR A BETTER OPPRTUNITY IN YOUR ORGANIZATION...**

**IF GIVEN AN OPPORTUNITY TO WORK IN YOUR ESTEEMED ORGANIZATION CAN  
PROVE THE BEST UTILITIES.....**