

Curriculum Vitae

Mayank N Raghvani

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CAPABILITIES

- A person who believes in team work and always ready to take any responsibilities for the betterment of the organization working with.
 - Extremely enthusiastic for the work.
 - Have the capability of handling the typical professional pressure situations with ease and successfully.
 - I am looking for a position that will challenge me and allow me to grow professionally.
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PROFESSIONAL BACKGROUND

Working with **Latin Manharlal Securities Pvt. Ltd.(CDSL DP)** as **DP Assistant(Khar)** from APR 2019 to 31 July 2019 date.

COMMERCIAL FUNCTIONS:

- Account Opening Verifying the documents given by the client along with account opening form, update details to LD system, signature scanning etc.
- Dematerialization- Checking and follow up.
- Solving Audit queries regarding Account opening, Modification, Demat etc. Dematerialization, Demat Rejection cases, Pending Demat etc.
- Follow up with Companies/RTA for Dematerialization.
- Co-ordinating with Branches for solving queries.
- Record Maintenance. (Monthly Reports ☐ Nominee Register, POA Register, Account Open/Close)
- Handling Modification & Account Closure Process.

CAREER OBJECTIVES :

To work in a professional atmosphere that would give me a scope to display my skills.

WORK EXPERIENCE:

- **From 11 JUNE 2018 to 4 March 2019 date:**

Company Name :- Phillip Capital India Pvt. Ltd (Lower Parel West)

Designation:-Trainee (Depository Operations)

Work Details:

- Demat Account Opening process (NSDL/CDSL both)
- Dematerialization of physical share certificates
- Aadhar Number bulk updating process on NSDL platform.
- Software :- NSDL Local DPM & D-mat DP Back office Solution
CDSL –Cross BackOffice.

JOB PROFILE:

BP Wealth PVT LTD : (Previously Work With JUNE-2018)Demat Executive.

- Pay-in and Pay-out of Clients
- Securities Pledging & Un pledging
- Knowledge of CDSL software and operations.
- Knowledge of Cross Net/Cross Web Software for DP.
- Knowledge of Ben to Ben, Pool to Ben, Ben to Pool (Pay-in) Shifting.
- Knowledge of Pool to Pool, Ben to Pool, Auto/ Manual Inter settlements.
- Preparing daily Holding Reconciliation.
- Excellent at client interaction relationships with clients.

**Previously Work With: - Secmark consultancy Chartered Accountants(From March 2016 to Oct 2017)
Activities handle at Secmark**

Post : DP (Depository Participate) Auditor

- CDSL & NSDL Guideline related to DP operation.
 - SEBI Circulars related to DP operations.
 - PMLA Act 2002.
 - FATCA Act 2010.
 - KRA Working.
 - Central KYC Registry Operating Guidelines 2016.
 - Account Types within CDSL.
 - Account Administration & Maintenance.
 - Dematerialization of existing scrip's.
 - Transfer cum dematerialization of existing scrip's (deleted).
 - Settlements.
 - Transmission.
 - Pledging & Hypothecation.
 - Dematerialization.
 - Account Closure.
 - Penalties.
 - Fees, Charges and Deposits.
 - Freeze and Unfreeze.
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Previously Work With : - Nirmal Bang Pvt Ltd. (From March 2015 to March 2016)

Activities handle at Nirmal bang

Post : Operation Department

- BSE NSE Cash Derivatives Contract Generate Note Digitally
- SEBI Payout Monthly Quarterly Sending to Client
- LD Soft Wear Knowledge
- BSE NSE Billing File Uploaded
- Client Code Change And Mailing To Client.
- Client Family Code Change manually.

Previously worked with: - IBM Daksh. (From FEB 2014 April 2015)

Activities Insurance Verification Department

Post : Insurance Verification out Bound call

- Explain The Policy On call
- Quarry Handle to the customer
- Verify the Policy

Educational Qualification:

- S.S.C - PASSED IN YEAR 2005-2006.
- H.S.C - PASSED IN YEAR 2007-2008.
- T.Y B.com -PASSED IN YEAR 2010-2011.

Additional Qualification

**Advance in computers:(MS Excel, Workdand
Very goodknowledge in Excel.)**

Personal Details:

- Marital Status : Single
- Date of Birth : 08th Jan 1988.
- Hobbies : Listening to Music, Internet Surfing&Cricket.
- Linguistic Knowledge : English, Gujarati, Hindiand Marathi.
- Nationality : Indian.

Place : Mumbai

Date: _____ : (MayankRaghvani)