

CURRICULAM VITAE

NIKHIL SUBHASH BHATKAR

155/O, Bhatkar House, Behind Kakad Industrial Estate, Bhandar Gally, L.J. Road,
Mahim (West), Mumbai – 400016.

Mobile No. 9773164935

Email: bhatkar_n@yahoo.com , niks.007.23@gmail.com

CARRIER OBJECTIVE

► To work with an organization, where I can use my knowledge and skills effectively in dynamic scenario by working with all inclusive zeal for the Excellence of organization.

ACADAMIC QUALIFICATION

- Passed **S.S.C** with 53.84% passed from Maharashtra Board in the year 2006-2007.
- Passed **H.S.C** with 47.17% passed from Maharashtra Board in the year 2008-2009.
- Passed **T. Y. B. Com** with 54.43% from Mumbai University in the year 2011-2012.

IT PROFICIENCY

- Successfully done MS. Office, Internet.

WORK EXPEREIENCE

- Currently working at **DATACOMP Web Technologies India Pvt. LTD (April 2017 to till date)**

Back Office Executive Technical Support as **Relationship Manager**

- Handling the entire Mumbai & Thane (West Zone)
- Updating the issue of client from Development Team.
- Handling the renewals & payment of software purchased.
- Answered to the daily query / complaint mails & called by customers.
- Solving entire issue of Mutual Fund Software.
- Mutual Fund Software updates (eg. Wealth Magic, My Wealth Mobile App, Wealth Magic Advisor App).

- Data feeding in software from all AMC's.
- (CAMS, KARVY, FT, SUNDARAM)
- Data feeding from NJ & Prudent.
- Solving issue, updating data, solving query of BSE & NSE.
- LIC's, GIC's, FD's & RD's, Bonds & Stock's Data Entry in Software.

► Previously working at **Blue Chip Investments (April 2012 to March 2017)**

Back Office Executive.

- Handling Mutual Funds Department.
- Mutual Funds Link Software Update on daily basis.
- AUM / SIP / Commission Reconciliation of Mutual Funds.
- Answered to the daily query / complaint mails & called by customers.
- Filling Forms of Mutual Funds (Lumpsums, SIP's, STP's, SWP's, Transactions slips etc)
- Create Online Portfolios on Money control / Value Research of Customers.
- Create Portfolio Valuation Report in Excel of Customers.

STRENGTH

► Hardworking, Sincere, Risk Bearer, Leadership quality, Responsible, confidence, Motivation and Positive attitude.

SYNOPSIS

Ability to interact with staff (at all levels) in a fast paced environment, sometimes under pressure, remaining flexible, proactive, resourceful and efficient, with a high level of professionalism and confidentiality.

Have excellent computer skills, expert level written and verbal communication skills, strong decision making ability and attention to details.

An effective communicator, positive attitude, fast learner with excellent relationship building & interpersonal skills.

PERSONAL DETAILS

Date of Birth : 23rd May 1992.
Sex : Male.
Nationality : Indian
Religion : Hindu (Bhandari)
Marital Status : Single
Language Known : English, Marathi, Hindi.

DECLARATION

All the above information given here are true to the best of my Knowledge.

Date:

Place: Mumbai

(Nikhil Subhash Bhatkar)