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**Professional Experience:**

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Specialist in KYC Operations with experience in Mutual Fund  
BCA with 2 years' experience in KYC Operations along with NISM certification.

**COMPUTER AGE MANAGEMENT SERVICES PVT LTD (22<sup>nd</sup> -Dec-2014 to –31<sup>st</sup> Dec -2015)**

- Customer service executive in Mutual fund operations.

**HDFC securities ltd (17<sup>th</sup> August -2012 to 31<sup>st</sup> July -2013)**

- Data entry operator & Document verifier for Trading Account opening
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**COMPUTER AGE MANAGEMENT SERVICES PVT LTD (22<sup>nd</sup> -Dec-2014 to –31<sup>st</sup> Dec -2015)**

Worked as Customer service executive in Mutual fund operations.

**Key responsibility:**

- Receiving the NFT request from inward desk with Date seal.
- Verification of NFT transactions through Dot net system with in Specified TAT.
- Post verification form moved to data entry process.
- Quality checking done for processed form and rejection forms will be forwarded to the customer.
- Coordination with both customer and Asset Management Company through mails and calls for clarification and resolving their requirements
- Quality checking done for new purchase of shares through Mutual fund.
- Front-ending for Audit related Questions for my department.
- Individually handled the BRE project (Volume – above 1 lakh)

**HDFC securities ltd (17<sup>th</sup> August -2012 to 31<sup>st</sup> July -2013)**

Worked as Data entry Operator & Document verifier in Trading account opening.

**Key responsibility:**

- Capturing client details in TAT monitoring soft ware
- Updating daily rejection details.
- Daily Extracting Client PAN Database from the NSDL PAN site
- Capturing complete client DATA base in PRECISION software (Designed by Wipro) an average of 50 clients on daily basis
- Verifying the KYC log-in forms as per the norms of SEBI, NSE & BSE
- Maintaining all records regarding Trading Account Opening Process.

**Other Qualification:**

- Exam passed in **NISM II B series**
- Diploma in 2D and 3D Animation in CSC
- Typing **Lower and Higher** passed in First class with Distinction

**Educational Qualification:**

- B.C.A. (Computer Application) from Madras University.  
(June2009 – April2012)
- Higher Secondary (Matriculation)  
Nazareth Matriculation higher secondary school – 2008 to 2009
- High School (Matriculation)  
Nazareth Matriculation higher secondary school – 2006 to 2007

**Personal Details**

Date of Birth : 11<sup>th</sup> March 1992

Marital Status : Married

Address : No 2,5th Jeevanandham Street,Kumaran Nagar Avadi,chennai 71

Regards  
Varalakshmi .R