



# Prajakta Baravkar

## Operation Associate

An Experienced banker with excellent mathematical and analytical skills as well as a devotion to Operation Department. Two and half years of experience in Operations and Service Department at Top Finance Institutes. Maintained 90% satisfaction rate from banking customers.

## Employment History

### Poonawalla Fincorp Ltd.

DECEMBER 2020 — PRESENT

- Working as Senior Executive in Accounts and Operations.
- Operational activities like Generating TDS, Repayment schedule, statement of account, swapping of account, sanction letter, interest certificate, TDS and excess amount refunds.
- Bank reconciliations.
- Loan cancellations, adjustments and rectifications, loan closures, part and foreclosure payment updates.
- Generate timely management information system (MIS) on regular basis.

### HDFC Bank.

OCTOBER 2019 — DECEMBER 2020

- Manage HNI clients and achieve high customer satisfaction and delight.
- Provide in-depth knowledge about HDFC Bank products and services to include – loans, insurance, investment options, credit cards etc.
- Provide banking and finance support to the clients.
- To develop and maintain long term service relation with the customers.
- To do data analysis and infer the needs of customers and provide tailor made customized service to the customers.

## Education

### MBA in Banking and Finance Services, Ajeenkya D.Y. Patil University

AUGUST 2018 — JUNE 2020

Graduated with 8.00 CGPA in the Course

#### 1. Project- Introduction To Mutual Funds (2020)

Detailed understanding of Mutual Funds and its scope. To understand various types of funds and there benefits. Study on Asset Management Company (AMC) in India.

#### 2. Project- Case Study on What to Focus: Marketing or Operation – HDFC Bank (2020)

Detail understanding of the role of Personal Banker/Relationship Manager in banking sector. To understand perception of the customer and how company generates business through marketing. In-depth study on HDFC Bank such as Human Resource, Management, Technology, Operations and Marketing Departments

#### 3. Project - Equity Analysis: Created a Portfolio of 15 stocks. (2019)

## Details

Pune, India  
9146010392  
[prajakta.baravkar@gmail.com](mailto:prajakta.baravkar@gmail.com)

## Skills

Finnacle Software

Oracle CCA

Finnone LMS

CRM Dynamics

Microsoft Office

Communication

Problem Solving

Quantitative Analysis

Data Analysis

## Hobbies

Photography, Travelling, Painting

## Languages

English

Hindi

Marathi

Created a portfolio for investor which helps to choose right scheme  
Identified the best stocks in stock market. Compared the stocks based on  
their risk and return.

### **Bachelor of Business Management, Garware College of Commerce, Pune**

AUGUST 2014 — DECEMBER 2017

Graduated with 63.00%.

#### **Project- Study of Top 10 Equity Schemes from Top 10 Asset Management Company (AMC)**

P Identified the best Equity Schemes of Top Asset Management Company  
(AMC). To help the investor to choose right scheme and to make sound  
decisions

### **Higher Secondary School Certificate, Akutai Kalyani Girls Jr. College , Pune**

JUNE 2012 — MAY 2014

Completed 12th grade with 60%.

### **Secondary School Certificate., The Army Public School, Pune**

APRIL 2012

Completed 10 th grade with 76.00%.

## **TRAINING AND CERTIFICATE**

### **National Institute of Securities Markets.**

DECEMBER 2018

Mutual Fund Distributors Certification Examination.

### **National Institute of Securities Markets.**

SEPTEMBER 2018

Securities Operations and Risk Management Certification  
Examination.

### **Insurance Regulatory and Development Authority**

DATE

Certification In Insurance Regulatory Development Authority

## **Extra-curricular activities**

### **Intra College Competition**

Ranked 1<sup>st</sup> in Intra College Asset Management Company (AMC) Project  
(2018)