

Rashmitha Raghu Chandan

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Dr. Nemade Road, Dombivali (W) India.

OBJECTIVE:

To make optimum utilization of my knowledge and skills, utilize opportunities effectively for professional growth and to contribute in the best possible way for the betterment of the organization and self.

EDUCATIONAL QUALIFICATION:

College Name/University	Course	Year of Passing	Percentage/Grade
University of Mumbai	Bachelor of Management Studies	2019	CGPA 8.18 "A" Grade
The SIA Junior College, Dombivali (W)	Higher Secondary Examination	2016	67.88%
Manjunath Vidyalaya	Senior Secondary Examination	2014	85.20%

PROJECT WORK:

- Project Report on "A study on investors awareness towards mutual fund investments"
- **Objective of the study:** This study focuses on investors awareness towards mutual fund investment and the factors that affect their investment decisions. It also focuses on investors invest or not and which investment they prefer most.
- **Findings of the study:** People who employed in private sector and government employee are more likely to invest in Mutual fund. People like to save their savings in fixed deposit, Mutual fund and savings account. Many people come to know about mutual fund from brokers and through internet.

ADDITIONAL CERTIFICATIONS/SKILLS:

- Certified in Tally from Aptech Computer Education in 2018.
- Certified in Advance Excel from Aptech Computer Education in 2018.
- Certified for completing work readiness training by Global Talent Track (GTT)2018.
- Certified for participating in workshop on 'Strategies for brave new world' organized by H.& G.H. Mansukhani Institute of Management in 2018.
- Certified for completing Mumbai University Department of Life Long Learning (DLLE) Project on Status of Women in the Society (2017-2018).
- Won second price in economics presentation in 2015.
- Certified for participating in Naseoh During 2011-2012 towards Multiple Rehabilitation service to the disabled.
- Cleared Maharashtra Dnyanapeeth examination in 2011.
- Cleared Maharashtra State scholarship examination in 2011.

Experience:

1. Law Spades Services Private Limited

- **Role:** Assistant Data Processor & Analyst
- **Duration:** 03 Feb 2020 – 30 Nov 2021

Operations:

- Associating images to proper claim Ids.
- Updating denials reasons for particular claim Ids.
- Working on request of verification of claim from insurance company.
- Compare data with source documents apart from re- entering data in verification format.
- Image Bifurcations of new claim Ids.

2. SS&C Technologies

- **Role:** Senior Associate (Financial Operation Representative II)
- **Duration:** 04 April 2022 – Present

Operations:

- Process Anti Money Laundering of Individuals, Corporate, LLP and Trust, Adding Third party payee.
- Process various financial transactions such as manual invoices and check request.
- Process client / broker request related to Withdrawal, Deposit, Automated fund transfer.
- Process and correction Client Age and Pension Amount as per client request.
- Monitoring Incoming mail, Documents and Prepares letters.
- Maintaining client account.
- Obtain mandatory documents and reports as KYC requirements.
- Follow-up with clients in case of any pending documents.
- Checking and matching Client's / Trustee's signatures
- Verification of KYC documentation of the client.
- Coordinate with different department to get the work done on time.
- Performing necessary checks (Regulatory websites etc.)