

CURRICULUM VITAE

ASHISH MAHTO

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Career Objective

To help the organization in setting and achieving ambitious goals for its growth and cultivating myself through the amalgamations of my theoretical & practical based knowledge gained through years of study, so that I would be ready to take on any challenge and responsibility in the field of management skill.

Personal Strength

Believe in smart & honest working and always try to do for this. Possess good communication learning attitudes, optimistic and result oriented approach.

Professional Qualification

- Post Graduate Degree in Management - HR specialization from Indian School Of Business & Economy, New Delhi - 2012
- BCom from Guru Ghasidas University Bilaspur C. G. - 2010

Experience Gained

1. Hdfc Asset Management Co. Ltd.

Bilaspur, Chhattisgarh

Designation: Client Services (Ops)

Feb 2018- till date

Department: Mutual Fund

- Assisting clients for their investment process.
- Suggesting suitable fund option according to current trend.
- Coordinating in marketing activities for 'investor awareness program'.
- Following standards of CAMS operational procedure.

2. Concentrix Daksh Pvt Ltd.

Gurugram, NCR

Designation: Practitioner- Wheelz process

May-2016-Jan 2017

Department: Uber

- Providing Real time solution to client's concern involving payments.
- Rectifying errors and providing accurate and quality solution to client.

3. HDFC Bank Ltd

Bhiwani, Haryana

Designation: Assistant Manager - Operations

May-2014-Oct 2015

Department: Wholesale Banking Operations

- Involving in day to day Error-free inward and outward clearing operation.
- Authorizing all the transaction involving NEFT, RTGS, and Fund Transfer.
- Dealing with day to day customer queries regarding Banking Transaction.

4. The Institute Of Chartered Accountants Of India

Feb

2013-Jan

2014

New Delhi

Designation: Management Trainee (Planning & Placements)

Department: Strategic management group

- Preparing minutes for placements and new joiners.
- Inviting Corporates and candidates.
- Arranging Orientations and Placements.
- Conducting Final Placements.

Computer Skills

- Microsoft Office package (Ms-Word, Ms-Power Point, MS-Excel).

Certification

- *'NISM VA' Certified from National Institute Of Securities Market, Mumbai*
- *'Certification in banking & finance' from Professional School Of Indian Banking,*

Gurugram.

Skill & Strength

- Strong leadership skills with an ability to motivate teams in achieving targets and goals.
- Positive attitude and self-confident, patient.
- Excellent written and verbal communication skills,
- Able to effectively reply client queries.
- Exceptionally professional and disciplined.
- Ability to smart work & flexible in working environment.
- Participative nature & work for team.

Personal Details

Full Name	:	ASHISH MAHTO
Father's Name	:	Mr HarishankarMahto
Date of Birth	:	23 rd Aug 1986
Contact No	:	+91-6263131716
Email	:	ashish495001@gmail.com
Permanent Address	:	H No. 505 Bus Stand Barpali, Korba Distt. 495674
Present Address	:	B-214, Sanjay height, Rajaswa Colony, Bilaspur CG
Marital status	:	Unmarried
Language Known	:	English, Hindi

(ASHISH MAHTO)