**Simanchal Padhy**

Email ID: **Simanchal.padhy19@gmail.com**  Mobile No: **7045197377**

**OBJECTIVE**

* Multi-tasked and highly self-motivated individual with experience in Relationship management with client
* Firm believer in teamwork and of increasing the value of the process owners through sharing knowledge and participation in continuous improvement projects
* To work long term in an organization that provides right environment to achieve perfection, professional growth and challenging opportunities. Expand my capabilities and generate new competencies in your esteemed organization
* Qualifications include strong leadership and communication skills.
* An effective communicator with excellent relationship building & interpersonal skills. Strong analytical, problem solving & organizational abilities. Possess a flexible & detail oriented attitude.

**PROFESSIONAL EXPERIENCE**

**1) Business Support Officer – CAMS (Computer Age management Services)**

**Dec’18 to Aug'20**

**Job Profile:**

* Checking the kyc and tax status of investor as per investment criteria.
* Managing risk analysis of new scheme as per market condition and returns forecasting
* As a Business Support Officer provides the details information about funds through the electronic media.
* Design the portfolio of the HNI clients as per their risk appetite.
* Tracking the error of video kyc procedure on daily basis.
* Revised the expense ratio and the exit load of the fund as per aum.
* Analyze the scheme returns as per market conditions.
* Coordinating with different amc for client issue and resolving the same on priority basis for better client satisfaction which will improvise the business turnover

**2) Associate– Aegis Limited (SBI Mutual Fund)**

**December’17 to May’18**

**Job Profile:**

* Doing precision analysis
* Handballing the HNI clients for the business prospective
* Downloading the data from the tools
* Preparing the Escalation tracker on daily basis and forwarding the same to client for better outcome
* Coordinating with entire floor for resolving customer concern
* Communication through briefing and online portal for Product, Process and system charges/Updation
* Working on improvement of process
* Completing Targets
* Correspondence through mails

**3)** **Senior Associate - Hansa Direct**

**November’15 – December’17**

**Job Profile:**

* Working for Mahindra & Mahindra for Automobile sector
* Coordinating with client and Dealers for the sales prospective
* Attendance Report, leaves.
* Data publishing and compliance report.
* Training the associate for better understanding of product and & Process
* Taking ownership to Enhance the business expansion
* Floor support for the associates for the escalated issues & resolving them on priority basis
* Improvement in Quality System by performing Root Cause Analysis and implementing corrective actions / providing process improvement recommendations to improve overall Customer Service satisfaction
* Sending the Late Login Report for the site.
* Publishing the updates.
* Working on improvement of process to achieve the target
* Completing Targets
* Correspondence trough electronic media to resolve the issue
* Handling Escalation clients

**ACADEMICS**

* B. Tech from Electronic and Communication with 7.3
* HSC
* SSC

**COMPUTER KNOWLEDGE**

* MS-Office (Windows, word, Excel, PowerPoint)
* Outlook Express & Internet, Etc.
* Sound Knowledge of computer applications

**PERSONAL DETAILS**

Full Name : Simanchal Padhy

Address :Kautik Nagar 4th line, Near Niyati Indian Gas, Gosninuagaon, Berhampur ,Odisha

Date of Birth : 2nd April 1991

Hobbies : Listening to Music and watching movies

Languages Known : English, Hindi, Odia