**Natasha**

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**Career Objective:**

To be a successful Professional in a globally respected company and to achieve the objective of the company with honesty and fairness to continuously upgrade my knowledge and skills

**Academic Profile:**

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| --- | --- | --- | --- | --- | --- |
| **S. No** | **Qualification** | **Institute** | **Stream** | **Year of**  **passing** | **Class**  **( CGPA)** |
| 1 | Post-Graduation | Mumbai University | MCom  Part I | 2016 | 50 % |
| 2 | Graduation | Bachelor of Management Studies | Commerce | 2014 | 70.00 % |
| 3 | H. S. C. | S.S. & L.S. Patkar-Varde College | Commerce | 2011 | 70.17 % |
| 4 | S. S. C. | St. Anne’s High School | - | 2009 | 74.15 % |

**Work Experience :**

* Working as a Financial Analyst (Team Member) in **JP Morgan Chase Bank** for last 2.9 years from 23rd June 2014 to 23rd March 2017. JP Morgan Chase & Co. is a leading global financial services firm and one of the largest banking institutions in the United States with operations in more than 100 countries
* **Role** :- To process cross border transactions across the globe for custody clients
* To manage and respond to client queries which are routed through client service representative
* Performing callback to clients for fraud prevention
* Repairing transactions which have failed in electronic mode
* Communicating with various counterparts across the globe to resolve issues
* Worked as Admin Executive in **Bon Bon Uniforms** from Jun 2012 to Jun 2013
* **Role** :- Perform all admin related tasks

- To maintain and collect cash from customers over the counter

- Maintaining bills and files

- Maintaining daily cash flow data

**Strengths and Skills :**

* Communicates clearly and effectively, verbally and written.
* Self-motivated and an effective team player.
* Flexibility and Optimistic.
* Positive attitude: Creating a positive work environment.
* Dedicated, dependable, and self-directed.

**Academic Project:**

Carried out a detailed project on “Customer Relationship Management”. As a part of semester assignment.

* Description: It helped me in understanding the importance of retaining customers

**Personal Details:**

Date of Birth : 05th October 1993.

Marital Status : Single

Age : 23 Yrs

Languages : English, Hindi, Konkani