**First Name of Application CV No 218448**

Whatsapp Mobile: +971504753686



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**Personal Summary**

***MBA*** Experienced in Financial Services Outsourcing Industry: cross border investment team placingdeals on European stock market, Proficient in using **Canadian** based client software ***AWD*** (Automated Work Flow Distributor) and ***iFAST*** (International Financial Administration System Technology) .Knowledge of Finance & Accounting, Capital markets, Investment banking, financial instrument, Macro-economics, Globalization. Computer Skills include Microsoft Excel, Word, and PowerPoint.

**Objectives**

To be obtain challenging position in organization where acquired Knowledge & Skills can be utilized at its optimum even with appropriate Learning & Sharing for consistent vital & useful contribution to the organizational goals.

**Key Skills**

***This is main summary of skills***

Finance & Accountancy

Bank Reconciliation

Administration

Bookkeeping

Quick Books

SAGE 50

SAGE 300

Accounts Payable

Accounts Receivables

MS Office

Capital markets

Investment Banking

Financial Analysis

Client Service

Tally ERP 9

**Education**

***Masters of Business Administration M.B.A* (June 2010 – July 2012 )**

Gahlot Institute of Management Studies &Research ,Navi Mumbai

Major: Finance ;Minor: Management ,GPA: 3.33

***Bachelors of Management Studies B.M.S* (June 2006–July 2009 )**

ICLE’S MotilalJhunjhunwalaCollege,Vashi, Navi Mumbai

Major: Finance ;Minor: Management ,GPA: 3.3

***Continue……………***

**Employment History**

* **Currently working as Accountant in Niranjan Temkar Tax Consultant & Associate (From July 2014)**
* Daily Accounting Entries /Bookkeeping
* Bank Reconciliation
* Auditing
* Journal /Ledger posting
* Online QuickBooks
* Vendor Management
* Accounts Payable/ Accounts Receivable
* Co-coordinating with Banks/Clients
* Tax & Compliance
* ***State Street Syntel Services India Private Limited***

**Associate –Dealing Team** (**April2013–July 2014**)

**B-101 to B-104, Hiranadani Business park, Powai, Mumbai -400076, India**

***Key Responsibilities’****:*

* Mutual fund Trade placement on Irish and Luxembourg Stock Exchange on behalf of the Asian Clients and some clients from Rest of world
* Using Canadian client software AWD and iFAST
* To Give Concentration on trade instructions Fax received from Clients via AWD and processing the same with use of iFAST
* To maintain proper co-ordination with overseas team of State street Hong Kong and State street Ireland.
* To maintain Proper co-ordination with Customer Service team based in State Street Ireland
* Keep eye on clients from High Risk countries when processing trades.
* To provide Training to junior team members of dealing activities and also to review the performance of team members.