**Deepak**

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| **Email :** Deepak.380822@2freemail.com  |

Career Objective

A challenging position utilizing abilities, skills developed through my experience and education with the opportunity for professional growth.

Personal Information

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| Date-of-Birth | 03rd March 1987 |
| Gender | Female  |
| Marital Status | Married |
| Nationality | Indian |
| Languages Known | English, Hindi, Marathi, Sindhi.  |

Educational Qualifications

* I have Pursued ECCED Course from Podar Education Institute (EYFS Curriculum).
* Passed the MBA Master Degree Examination in Finance with Grade-B from Sikkim Manipal University in 2011.
* Passed the B.COM Degree Examination with Second Class from The University of Mumbai in 2008.
* Passed the Higher Secondary Certificate Examination with Second Class from Maharashtra State Board of Secondary and Higher Secondary Education in 2005.
* Passed the Secondary School Certificate Examination with Second Class in 2003.

Computer Exposure

* Application – MS-Office (Word, Excel, PowerPoint)
* Internet Usage
* Tally-7.2.

Personal Skills

* Good command of Microsoft Word, Excel and Internet.
* Very fast Learner, Ability to adapt to any work environment.
* Excellent communication skills.
* Prioritizing & Organizing.
* Realistic & a Positive approach towards work.
* Ability to work independently and self-start/ initiate activities.
* Excellent analytical skills and problem solving attitude.
* Determination to succeed at work.

Working Experience

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| Employer | PODAR JUMBO KIDS  |
| Designation | Assistant Teacher |
| Period | 3rd January 2018 – 13th April 2018 |
| Work Profile | Podar Jumbo Kids (Franchisee)Responsibilities:* Follows Jumbo Agreement and teach same to the Student.
* Assists Class Teacher during the classroom activities.
* Well versed with EYFS Curriculum like (Introduction of any new letter with story and teaching aids cards).
* Participated in Puppet Shows as well as Dramas like Anti-Cracker Event.
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Previous Employer

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| Employer | **State Street Syntel Sourcing Pvt. Ltd.** **(KPO Division)** **Fixed Income & Derivatives ---Market, Treasury Bills and Repos.(Investment Management Solutions-IMS) – Reconciliation UK Team** |
| Designation | Associate (E 1) |
| Period | 24th January 2012 – 31st October 2012 |
| Work Profile | State Street Syntel Sourcing Pvt. Ltd. A KPO industry involved in providing service to US and UK, Germany based clients mainly involved in capital markets, wealth management, Mutual Funds.Responsibilities:* Securities Reconciliation work on Daily basis between Accounting Data and Custodian Data.
* Analyzing the monthly investment summary & reconciling the holdings.
* Analyzing the accruals on monthly basis & keeping track on them so that accruals are maintained accurately.
* Finding out any discrepancy between investment summary & accruals & the reason for such discrepancy & escalating the same to the concerned party to resolve such discrepancy.
* Assuring of correct market value of the fund.
* Analyzing differences in Total Market Value for Custodian and Investment Manager.
* Achieving Deadlines in specific Target.
* Finding out discrepancies & escalating the same to the concerned party to resolve the same.
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Previous Employer

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| Employer | **Columbus Ship Management Pvt. Ltd. (Core Business –Supplying manpower on to Crew’s for On Board Ships )**  |
| Designation | Back Office Executive |
| Period | 01st Jan 2010 – 19th Jan 2012 |
| Work Profile | Columbus Ship Management specializes in the Manning and Man powering services.Responsibilities:* Updating Financial Transactions of company in software called Tally 7.2.
* Tally Bank book with Company books of accounts i.e. Bank Reconciliation.
* Co-ordinating with Clients for Payment.
* Co-ordinating with C.A for Finalisation of Account.
* Attending Crew’s , Sending Mails to the Respective Companies as per their Vacancies including Crew’s & Officer’s CV with other required documents.
* Co-ordinating with Crew’s on Phone and fixing the appointment with the Crew Manager.
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Previous Employment Details

* Worked as an Phone Banking Officer at 3IInfotech for ICICI Bank Outbound Process from 16th Oct 2008 to 31st Dec 2009.

Achievements

* Have always maintained high productivity and a minimum error percentage.