**RESUME**



**GANI**

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**CAREER OBJECTIVE:**

To pursue a highly rewarding career, seeking for a job in challenging and healthy work environment where I can utilize my skills and knowledge efficiently for organizational growth**.**

**TRAININGS ATTENDED:**

**Organization : Dr. V Seshiah Diabetes Care and Research Institute, Chennai, India.**

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| --- | --- | --- |
| **Designation** | **: Accounts Assistants** | |
| **Duration** | **: 01st August 2016 - 31st December 2016** | |
| **PROFESSIONAL EXPERIENCES:** | |  |
| **Organization** | **: (CAMS) Computer Age Management Services Pvt. Ltd, Chennai, India.** | |
| **Unit** | **: DSP Black Rock Mutual Fund** | |
| **Department** | **: Purchase** | |
| **Designation** | **: Assistant Processing Officer** | |
| **Duration** | **: 02nd January 2017** – **30th June 2018** | |

**Role & Responsibilities - V Seshiah Diabetes Care and Research Institute, Chennai, India:**

* Tally entries.
* Vendor Payment and follow.
* Bank Reconciliation Statement Preparation.
* Salary Processing.

**Role & Responsibilities - (CAMS) Computer Age Management Services Pvt. Ltd, Chennai, India:**

* To analyze the data quality in application.
* To receive the application to investor.
* To check all type of error.
* Daily transaction verification for more than 10lakhs valuable transaction. (we need to check the investor signature, Amount for every transaction)
* Bank mandate verification.
* Third Party Verification from Redemption request to Cheque.
* Purchase hold, Purchase Errors on high value.
* Following up AMC mails and solving the issues of the investor.
* Preparing Weekly Report on Error’s and sharing the same with immediate supervisor.
* Account statement generation and dispatch letter send to investor for their status of transaction in mutual fund.

**ACADEMIC BACKGROUND:**

* **Master of Business Administration (MBA)** Correspondence **Finance** under **Bharathidasan**

**University.**

* **Bachelor of Business Administration (BBA)** under **Bharathidasan University.**

**SOFTWARE KNOWLEDGE:**

* Tally ERP 9.0
* Ms Office

**TECHNICAL QUALIFICATION:**

* Typewriting ( lower - English)

**KEY SKILLS:**

* Good Communication skills
* Be able to work as a team and individually
* Insightful-high motivated to learn and experience
* Excellent in certain computer program (MS Office)
* Hard working, Enthusiastic and Honest

**PERSONAL DETAILS:**

Date of Birth

: 11th November, 1993

Sex

: Male

Nationality

: Indian

Marital Status

: Single

Visa Status

: Visit

Languages Known

: English, Tamil

**DECLARATION:**

I hereby declare that the above said facts are true to the best of my knowledge and

belief.