

RESUME

Akshay Rajesh Shah

Objective:

To work in a healthy, innovative and challenging environment extracting the best out of me, which is conducive to learn and grow at professional as well as personal level thereby directing my future endeavors as an asset to the organization.

Academic Qualification:

Std	School/College	Board/University	Medium	Percentage %
SSC	Lotus School	Gujarat State Board	English	46 %
HSC	Hiramani School	Gujarat State Board	English	52 %
BCOM	Neeldeep College Commerce	Gujarat University	English	68 %

Pursuing Degree CFA (Chartered Financial Analyst)-Level1

Professional Experience

Operation Executive - Param investopedia Pvt Ltd

Mumbai, **March 2022 – Aug 2023**

1. Placing mutual fund transaction from NSE portal on behalf of client.
2. Client Onboarding in the system
3. Processing all offline mutual fund transaction
4. Coordination with AMC for all the queries & customer support
5. Preparing MIS for mutual fund business
6. Managing client holding small AUM
7. Processing KYC of new as well existing investor(Individual & Non Individual)
8. Introduced new methods, practices, and systems to reduce turnaround time.
9. Implemented process improvement to shape organizational culture, optimize procedures for higher efficiency and help company evolve and grow.
10. Underwriting of mutual fund commission every month

11.Developed systems and procedures to improve operational quality and team efficiency.

Skills:

Basic Knowledge of Computer
MSCIT
Net Surfing
Basic Excel

Certifications:

NISM Series VA Mutual Fund Distributor

Personal Details:

Date of Birth : 28/12/1998

Languages Known: English, Hindi, Gujarati

Address : 103, Saryu Apt,Above
Bank of Maharashtra,
Parnaka, Dahanu,
Maharashtra,401602

Mobile No : 7990574386

Email_id : Akashayshah1333@gmail.com

Yours faithfully,

(Mr. Akshay Rajesh Shah.)