

# VIJAY MURLIDHAR CHAVAN

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## CAREER OBJECTIVE

Seeking a position in a company that allows me to grow and learn while contributing to the organizational goals by effectively using my conceptual knowledge and skills.

To achieve desire goal by means of co-operative working relationship with peers & always to my carrier on fast track.

Looking for a challenges professional organization that provide scope for individual growth, creative and innovation.

## PERSONAL DETAILS

- Date of Birth September 24, 1982.
- Language Known English, Hindi, and Marathi.
- Marital Status Married.
- Nationality Indian.
- Hobbies Cricket, Music, Reading, Making Poems.

## ACADEMIC QUALIFICATION

Exams	Passing Year	INSTITUTE	Board/ University	Remarks
T.Y.Bcom	Oct-07	Mumbai university	Mumbai	Pass class
H.S.C	Mar-01	Navjeevan Jr. college, Bhandup(w)	Maharashtra	First class
S.S.C	Mar-99	Navjeevan vidyalaya, Bhandup(w)	Maharashtra	Second class

## PROFESSIONAL QUALIFICATION

**COMPUTER:** Certification – Microsoft Office 98, XP pro DOS, Windows, Internet.

**Having knowledge of Basic Formulas and V Look Up, Pivot in Excel.**

**DIPLOMA:** D.F.M (Diploma in Finance Management) - Mulund College of Commerce in Aug 2005

## WORK EXPERIENCE

**SAMYAG BROKING PRIVATE LTD** (1<sup>st</sup> December 2021 To 31<sup>st</sup> Dec 2022).

KYC Executive

- Scrutiny and Verification of the account opening forms with supporting documents for Broking & DP
- Coordinating with branches and clients regarding KYC queries & follow-ups.
- Visiting Clients places for Collection of KYC documents (If required).
- Data Entry of Demat & Trading account opening LD (Lidha Didha) software.
- Uploading UCC files on NSE, BSE exchange.
- KRA checking, follow up and uploading documents on KRA Site.
- Registration, modification & uploading documents of CKYC on CKYC portal
- Reactivation of suspended Trading account for non-execution of trade.
- Post Account opening modification for Bank, Nominee & Client Contact details etc.
- Handling audit queries related to account opening.
- Handling miscellaneous activities like, scanning of AOF, KRA and supporting documents, form filling etc.



**ACEMONEY INTERMEDIARIES** (16<sup>TH</sup> MAY 2019 TO 29 NOVEMBER 2019.)

KYC EXECUTIVE

- Inward & maintained Register for Account Opening application forms in excel.
- Verification clients PAN details in SEBI debarred list
- Verification of the account opening forms & sending it to the Head Office
- Filling Forms.
- Coordinating with clients regarding KYC queries & follow-ups.
- Visiting Clients place for Collection of KYC Application forms & documents.
- Coordination with the clients related to rejection of forms.



## **OBOX HR Of India Ltd (RXIL) 05<sup>th</sup> October 2017 To 16<sup>th</sup> April 2019.**

Office Assistant (Contract Based)

- Visiting Clients address for Collection of KYC documents.
- Scrutiny and Verification of documents as per requirements.
- Filled up the KYC Application form for Clients if required.
- Follow up with clients for required documents.
- Scanning & uploading documents on Treds portal.
- Updating MIS.



## **SALUNKHE BROKERS (SUB BROKER). 15<sup>TH</sup> MARCH 2010 TO 30<sup>TH</sup> SEPTEMBER 2017.**

KYC – BACK OFFICE EXECUTIVE

- Handled all KYC Related work like Account Opening, Modification, scanning.
- Sending Welcome Kit to the client & maintaining pod details.
- Handled KYC related Emails & Clients Queries.
- Trained team members on KYC related documentation.

## **ADFC PVT. LTD [SISTER CONCERN WITH HDFC BANK] 19<sup>TH</sup> JUNE 2008 TO 12<sup>TH</sup> MARCH 2010.**

JR. OFFICER (CHANDIVALI BACK OFFICE - AUDIT DEPT)

- Revivifying all types of forms (Normal Savings a/c, Salary Savings a/c, Current a/c) as per KYC norms.
- Finding out the frauds & errors done by customers and contract sales executive in application forms.
- Solving DVU (Documents Verification Unit) queries.
- Following RBI rules & regulations while A/C. opening.
- Discussing queries on daily basis with DVU head.
- Discussing & circulating new circular for account opening to Account Opening department



## **INTIME SPECTRUM REGISTRY LTD. 1<sup>ST</sup> DECEMBER, 2005 TO 28<sup>TH</sup> JANUARY 2008.**

ASST. CORPORATE REGISTRY

- Solving queries of Shareholders, attending investors telephonically & personally. Processing complaints & request letters of Shareholders as per their requirement. Processing Remit / Transfer & duplicate. Reply queries of company person through mail.
- Co-coordinating with clients and providing them the various reports as required by them as per the statutory requirements of SEBI and BSE.
- Attending, Auditors for the Audit under Clause 47 & secretary audit. Correspondence with shareholders / Investors on the various aspects such as Loss of Share Certificates, Non Receipt of Dividend Warrant, Issue of Duplicate Share Certificate etc.
- Issue of Duplicate/Split & Consolidated Share Certificates,
- Dematerialization / Re-materialization, Transfer and Transmission of shares.

- Complying with Stock Exchange, SEBI, NSDL/CDSL requirements.
- Attending AGM / EGM and providing all relevant reports.

Date:

Place: Mumbai

**(Vijay Chavan)**