

CURRICULAM VITAE

PRATHAMESH SANJAY LOKE

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CAREER OBJECTIVE :

To work in a competitive environment that effectively utilizes my analytical, interpersonal, leadership and organizational skills to conceive and achieve solutions. The solutions which help the organization in not only meeting its targets, but also allowing it to grow, thereby, enhancing my own skills as an individual and as a key player in the organization's development.

PROFILE OUTLOOK:

K. ArunKumar & CO.

- Maintaining records in book-keeping (Manually).
- Maintaining Sales bills, Purchase bills & Challans.

Finwizard Technology Pvt. Ltd. (FISDOM)

- Handling Mutual Funds division and end to end operations of it. MF transaction (Purchase, Redemption, Switch, STP) processing.
- MF corporate action process like dividend payout /dividend reinvestment issue to clients by coordinating with RTA/AMC.
- Effective handling & monitoring day to day Operations viz transaction processing, effective allotment / pay outs, monitoring Controls, KYC, Audits etc.
- To ensure timely and correct MIS is made available to business.
- To take initiatives, collaborate and implement projects which are of strategic nature to the AMC.
- Meeting strict timelines related to processing of transactions: Failure to complete transactions within the required timeframe could result in a financial impact on the organization and/or clients (e.g. meeting daily deadlines related to closings of stock markets)
- Processing NPS transaction for KARVY (API & Manual) & NSDL Portal. Managing records of BONDS investment.
- Cross-check for accuracy and ensure that sufficient details are provided for each transaction.
- Attending daily refund cases to insure clients get time to time follow-up of his/her funds
- Participate in process improvement initiatives or special projects as assigned

Kotak Mahindra Bank

- **Role 1 - Teller**

Primarily responsible for cash and cash related operation of the branch such as deposits, withdrawals, exchange, and conciliation of cash. Also accountable for financial and non-financial transactions viz. Inter-bank account transfer, processing NEFT-RTGS, Term deposit creation.

- **Role 2 - Service Officer**

As a service officer, I am mainly responsible for customer handling, dealing with customers' requests, queries, and complaints, and resolving issues indefinite TAT to achieve customer satisfaction.

- **Role 3 - Locker Custodian**

To assist locker holders during their locker operation. Also, responsible for Branch Gold Loan operations such as disbursement or withdrawal of gold loan, maintaining Gold stock with proper checks.

TGREA EDGE INVESTMENT Pvt. Ltd **undertaking of** **THE GUARDIANS REAL ESTATE ADVISORY LLP**

- Handling Mutual Funds & Personal Loan division and end to end operations of it.
- MF transaction (Purchase, Redemption, Switch, STP) processing. (BSE Star MF)
- MF corporate action process like dividend payout /dividend reinvestment issue to clients by coordinating with RTA/AMC.
- Effective handling & monitoring day to day Operations viz transaction processing, effective allotment / pay outs, monitoring Controls, KYC, Audits etc.
- Processing Personal Loan on the software provided by the bank
- To ensure timely and correct MIS is made available to business.
- To take initiatives, collaborate and implement projects which are of strategic nature to the AMC.
- To make the presentation regarding product description, product branding.
- Maintaining data & data security.
- Customer handling.
- Preparing Informative One pager, Pamphlets for Advertising on Photoshop.

STRENGTHS:

- **Good communication and interpersonal skills**
- **Fast Learner**
- **Quick decision making ability.**
- Focused and confident with **positive attitude**
- **Good team player**
- **Hard work** is always promised

EXPERIENCE RECORDS:

- Worked with **K. ArunKumar & CO.** as **Assistant Accountant cum Office Assistant** from JUNE 2018 to MARCH 2019.
- Worked with **Finwizard Technology Pvt. Ltd.(FISDOM)** as **Operation Executive** from MARCH 2019 to JAN 2021.
- Worked with **KOTAK MAHINDRA BANK** as **ASSISTANT MANAGER** from JAN 2021 to July 2022.
- Working with **TGREA EDGE Pvt. Ltd.** As Operation Executive from AUG 2022 to working till date.

IT SKILLS:

- Good Operation on **Microsoft EXCEL.**
- **MS-CIT – 78%**

OTHER CERTIFICATES:

NISM Series V-A: Mutual Fund Distributors Certification Examination (2022)
NISM-Series-V-B: Mutual Fund Foundation Certification Examination (2022)

EDUCATIONAL RECORDS:

- **SSC, 2015 – Shardashram Vidya Mandir**
- **HSC, 2017 – Chetana’s Hazarimal Somani College Of Commerce And Arts.**
- **B. Com, 2020- Chetana’s Hazarimal Somani College Of Commerce And Arts.**

PERSONAL PROFILE:

Name : Prathamesh Sanjay Loke
Gender : Male
Date of Birth : 17/12/1999
Marital Status : Single
Nationality : Indian
Languages Known : English, Hindi , Marathi
Adress : 9/29, Vishwas Niwas, Acharya Donde Marg
Opp. Wadia Children Hospital,
Parel – 400012.

DECLARATION :

I hereby declare that the above furnished details are true and correct to the best of my knowledge and belief.

Date :
Place : Mumbai

(PRATHAMESH LOKE)