

# Prutha Bhatt

## Operation Executive



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📍 Charkop village, Kandivali west, Mumbai.

📅 07/09/1994

in <https://www.linkedin.com/in/prutha-bhatt-34a2321a4?>

## SKILLS

### Content Writing

Actively participated in college magazines, school magazines. Also part time worked as content writer for an online portal.

### Enrolment in extra circular activities

President of commerce association in college. Managing the business quiz in college, events of college and other outdoor games.

### Team Work

Have a good experience working with big and different teams.

### Leadership

Have good management skill, communication skill and creativity which poses leadership qualities.

### Integrity

Have been a Loyal and dedicated employee of company.

### Ms Office

Have completed certificate course in Ms Office and have worked in it.

## EDUCATION

### Master in Commerce - Accounting and Finance

Mumbai University

2016 – 2018

### Bachelor of commerce - Accounting and Finance

Kes Shroff College, Mumbai

2012 – 2015

### HSC Board

Kandivali Education Society's college, Mumbai

2010 – 2012

### SSC Board

Swami Vivekanand International School

2010

## PROFILE

Diligent and ambitious Post Graduate student in Commerce from Mumbai University. Easily adapts to challenges and possesses strong leadership skills. Quick learner with high curiosity. Seeking and Employment opportunity to broaden her skillset.

## PROFESSIONAL EXPERIENCE

### Fin Rise Softech Pvt Ltd.

#### Operation Executive

2022 – present

- Responsible for on boarding process of Investors.
- Key Role in submitting taxation, FX, Redemption of funds.
- Handling the paper work related to funds, NR documentation.
- Handling the stressful situation and completing the task.
- Also, Maintaining and Preparing data of the company.

### Moneyfront

#### Support and Operation Specialist

2017 – 2022 | Mumbai

- Handling the client 's queries and profile's.
- Managing AMCs queries and transactions.
- Also, Key role in managing KYC, desk work and other backend operational task.
- Interactions with AMCs and backend team.



## LANGUAGES

English

Hindi

Marathi

Gujrati



## CERTIFICATES

- Won prize for waste out of best in college.
- won prize for food cultural fest.
- Attended Digital Marketing Workshop, 2018.
- Attended basic software program in 2019.
- Attended training for excel program.



## CURRICULAR

Active participant of School Fest.

Member of school Music Section.

Member of college council.

Won Traditional Dance Competition in college.