



Mayur Jagdish Naik

Gass - 'Patil Ali', Nallasopara 'west'. Dis - Palghar, Tal - Vasai. Pin - 401 203.

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Personal Details

- Date of Birth : 13/06/1997
- Nationality : Indian

Objective

To pursue a dynamic and challenging career with organization of repute, Which give value addition to the organization as well as offers opportunity to enhance professional skills while getting high level of satisfaction and recognition.

Experience

- **Crisil Rating Limited** Jul - 22 - Jul -24
Finance Executive
 - 1.Preparation and finalization of time sensitive comprehensive due diligence reports or credit risk reports that effectively communicate research findings, analysis, and strategic insights regarding various financial and non-financial parameters about various Indian companies for various nationalized banks, private sector banks, and various well-known companies in India.
 2. Utilizing relevant data and resources to analyze information, identify trends, and prepare the credit risk or due diligence reports as per formats specified by various clients.
 3. Cross team communication for various process or execution related tasks.
 4. Providing assistance and conducting training sessions for newly joined team members.
 5. Communicatin with (Verbal or Written) with client during the process of preparing reports and sharing the final report with them.
 6. Preparation and formation of templates or sample reports, POC's (Proof of Concept) for various potential and existing clients.
 7. Preparation of SOP (Standard Operating Procedure) and document containing process flow for preparing reports for various mandates.
 8. Handling of comprehensive MIS on periodic basis.
- **State Street Syntel Services Private Limited** Jan - 22 - June - 22
Finance Executive
 1. Reconciliation - Stock and Cash Reconciliation with internal software v/s custody.
 2. Handling queries of reconciliation , Handling Reconciliation mails.
 3. Unblocking of trades.
 - 4.Direct interacting with international clients.
- **FRR FOREX** Aug -19 - Mar - 20
Intern
 - 1.Attending various events including exhibitions and meeting prospective end customers and taking care of all foreign exchange requirements.
 - 2.Prepared questionnaire to market survey.
 - 3.conduct field market survey.
 - 4.Genrated lead for the organisation.
 - 5.presented data about research.

Education

- **Sir M Visvesvarya Institute Of Management Studies** 2021
Post Graduate Diploma in Management (Finance)
65%

- **Mumbai University** 2018
B.Com
64%
- **Maharashtra Board** 2015
HSC
58%
- **Maharashtra Board** 2012
SSC
64%

Skills

- Hands on knowledge and experience of Tally ERP, Office packages like MS Excel, Word and Power point, outlook.
- Strong analytical skills, attention to details.
- Problem solving ability to approach complex issues.
- Positive attitude for continues learning.
- Time management, punctuality.
- Observing overall situation before making any statement about the same.
- Co-ordinating with and handling people effectively.
- Good verbal and written communication skills in English, Hindi and Marathi.

Other Certifications.

- 1. Certification of Tally Professional Program on Tally. ERP 9 in February- 2017.
- 2. Certification of RCPA (Risk and Compliance Professional Association) in September - 2020.
- 3. Certification of Business Analytics program in February - 2021.