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Objectives:

To work in an organization that offers:

- A combination of challenges and growth opportunities.
- An organization that fosters initiative and thrives on competition and change.

Educational Qualification:

Degree	Institute	Year	Percentage
MMS/ MBA Finance	Maratha Mandir Babasaheb Gawde Institute of Management Studies	July- 2016	I Class
B.Com	Elphinstone College	March - 2013	I Class
HSC	Elphinstone College	March - 2010	II Class
SSC	Marwari Commercial High School	March - 2008	II Class

Computer Knowledge:

1. Certificate in information technology MS-CIT with 80%
2. Operating system- Windows XP
3. Application Software- Tally ERP (Basics)

Skill Sets:

- A dynamic individual determined to work in the Financial Sector.
- Drive to exceed expectations coupled with good comprehension of financial markets.
- Brief knowledge about the concepts of Financial instruments (Equity, Debt, Mutual Fund) & Financial Management.
- Systematic and organized with interpersonal and presentation skills.
- Willingness to work in groups and ability to lead group activities

- Willingness to learn new concepts and ideas involving new technologies with an ability to adapt quickly and implement effectively.
- Identify and analyze business and technology risks, and evaluate and recommend improvement to the firm's control environment. I'll gain experience working across businesses and with teams and management.

Work Experience:

1. Name of the Company: Sbicap Securities Ltd.

Designation: Officer- Customer Support Group

Work Experience: April 2019 – October 2019

Job Responsibilities:

- Helping clients with necessary product knowledge of online trading process and guiding clients.
- Resolving the client queries within the defined time frame.
- Capable of demonstrating problem solving skills.

2. Name of the Company: Kavya Buildcon Pvt. Ltd.

Designation: Assistant Finance

Work Experience: 2 years & 7 months (June 2016 - February 2019)

Job Responsibilities:

- To update the MIS of the company on day-to-day basis
- To open the various bank accounts of the company
- Explaining the project details (i.e. Subvention Scheme, Facilities & other details) to the clients.
- Prepare sold and unsold data of all the projects
- Issuing Allotment/ Demand/ Reminder/ Cancellation & Compensation letters & sending the same to the clients.
- Follow up with banker regarding the loan of the clients for all the projects.
- Handling the procedure of APF for loan
- Issue of Builder NOC to the clients as per the requirements

- Follow up with the bankers regarding clients payment process
- To handle the customer queries regarding the projects, flats
- Prepare a cost sheet for customers based on the required configurations
- Preparing revenue data as per the bank requirement
- Preparing the Sale Agreements/ Rectification Deed/ Cancellation Deeds as required for all the projects
- Registration process of Agreement for Sale/ Rectification Deed & Cancellation Deeds, etc.
- Issue of rent cheques and follow up with the clients for the payments
- Issuing of the fitout/ possession letters to the clients
- Registration of all the projects under RERA Act
- Any other work given by HOD/ Management

3. Summer Internship with M/s. N. K. Bhat & Co.(May 2015- July 2015)

Job Responsibilities:

- To help with accounts receivable, payable and bank statement reconciliation
- To assist with audits
- To work with the finance team on yearly forecasting efforts
- To support the payment processing team
- To assist with sales and customer support team
- Credit checks
- Bank guarantee verification process
- To attend weekly meetings with senior management

Hobbies:

- Playing Cricket / Football
- Watching Movies
- Listening to Music

Language Known: English, Hindi, Marathi.

Declaration:

I do hereby declare that the particulars of information and facts stated herein above are true, correct and complete to the best of my knowledge and belief.

Date:

Place: Mumbai.

Viraj P. Edekar