**Vikas S. Iyer**

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| **Contact Information**  ***Present Address:*** 102, Sanskruti Homes, 38/P/1, Vikas Nagar,  Kiwale, Tal. Haveli, Pune – 412101  vikasiyer\_itp@yahoo.com  Ph.: +91 95614 63778 | ***Permanent Address:***  “Suryoday”, Saptashrungi Nagar,  Near Abhinav Marathi School,  Jail Road, Nasik Road - 422101 |

**My Self**

I am a positive, self-assured and ambitious young man.

Honest, positive thought, hard-working and problem solving approach at work.

I am family oriented, God loving and honest person having strong desire to work on new technologies.

Innovative and organized, with result orientation and problem solving ability.

**Objectives**

* To obtain a reputed position in corporate world.
* To secure a position where I can apply my knowledge, skill and ability for contributing to success of the organization.
* To strive for organizational and personal growth.

**Education**

* Microsoft Certified Systems Engineer (MCSE) 2008
* Advanced Diploma in Multimedia 2000-03
* B.com (University of Pune) 2007
* MBA – Finance (SMUDE) 2017

**Skills**

Applications : Excel 2010, PowerPoint, HTML

Certifications : MCSE (Transcript ID# 6434840) Jan 2008.

Brainbench Technical Help Desk (Transcript ID# 6749162).

Brainbench MS Windows Vista Desktop Administration.

Advanced Diploma in Multimedia

**Work Experience**

Company : State Street Syntel Services Pvt. Ltd.

Designation : Team Leader

Duration : 8 Years 3 Months (Oct 2011 to Present)

Job Profile : Mutual Fund Daily Accounting.

**Job role**

* Started as Officer, acquired skills through training programs and hands on experience on mutual fund accounting from Oct 2011 to Sep 2012.
* Worked as Associate for 18 months. Worked on mutual funds transaction verification from Oct 2012 to Mar 2014. Also experimenting on simple and fast methods of working. Processing including corporate action reasonability test, verifying transactions based on corporate news and events like merger, spin-off, corporate restructuring, processing ex date dividends etc.
* Training new team members on process.
* Promoted as Senior Associate on April 2014. Working as reviewer. Responsibilities include verifying work of subordinates, tracking and reporting monthly performance overview to team lead, handling critical issues, training new team members, maintaining control reports and backups.
* Worked in V2V Transition of process with State Street HCL services from March to May 2016.
* Promoted as Team leader in August 2018. Handling 3 fund groups.
* Worked on resolution for critical issues for team members and clients.
* Worked on technical support requests for accounting system to address income variance issues for sensitive clients.
* Training team members on new work interface.

Company : Span Designers

Designation : Owner / Proprietor

Duration : 3 Years (Sep 2008 to Aug 2011)

Job Profile : Freelancer

**Job role**

* Developing custom websites for clients based on requisitions
* Making client calls and visits
* Managing records for services and renewals

Company : AKT Technologies Ltd.

Designation : Senior Graphics Designer

Duration : 2 Years (Jul 2006 to Aug 2008)

Job Profile : Team Leader.

**Job role**

* Developing Front End GUI interface for various applications and theme designing.
* Managing Team of professional graphics artists. And reporting of work status
* Allocation of work and correspondence with other departments. Co-ordination with clients for understanding their requirements and demands.

Company : IT Plaza Innovations

Designation : Web Designer and Animator

Duration : 2 Years (Jun 2004 to Jun 2006)

Job Profile : Web Designer and Animator.

**Job role**

* Designing and developing Graphic Layouts for Web Pages.
* HTML Coding, CSS Styling and Form Coding for Mail inquiries
* Database designing for interactive data management web sites.
* Creating Animated and interactive presentations.

**Personal Details**

Date of Birth : 13th May 1985

Sex : Male

Nationality : Indian

Languages : English, Hindi, Marathi, Tamil

**Declaration**

I hereby declare that the all information furnished above is true to the best of my knowledge.

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| Date: |  |
| Place: | Vikas S. Iyer |

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