



RESUME

Anand Gupta

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CAREER OBJECTIVE:

Application of my knowledge, skill and experiences for the enhancement of personal and organizational goals.

SKILLS & COMPETENCIES:

- Communication skills
- Good listener
- Team work
- Curiosity to learn
- Interpersonal skills

EDUCATIONAL QUALIFICATION:

Course	University / Board	Percentage	Year of Passing
MMS (Finance)	University of Mumbai (Bharati Vidyapeeth's Institute of Management Studies and Research)	77%	2020
BAF (Finance)	University of Mumbai (Oriental college of Sanpada)	64%	2017
HSC (Commerce)	Maharashtra State Board (Tilak college of vashi)	61%	2014
SSC	Maharashtra State Board (N. R. Bhagat English school)	63%	2012

INFORMATION TECHNOLOGY:

- MSCIT.
- Advance Tally.
- Advance Excel.
- Certification course in Maha "IT GENIUS" conducted by MKCL.

WORK EXPERIENCE:

1. Atos Syntel company

Designation: Associate – Data Management (North America Date Management)

Duration: Working for Atos Syntel company since September 2020 till date.

ROLE & RESPONSIBILITY:

- Key responsibility is to research, resolve and settlement of failing trades.
- Check the trade status and pull-out the failing trades.
- Find out the reason for trade fail and take necessary action.
- Co-ordinate with the oversight team and client in case for discrepancy and get the appropriate resolution.
- Reconciliation of the custody books with accounting books.
- Resolve and confirm the breaks with brokers.
- Ensure accurate reconciliation and resolution within defined Turn Around Time.
- Update the e-checklist for activities performed on daily basis.
- Ensure adherence to Standard operating procedures.
- Address all incoming queries and respond within Turn Around Time.

INTERNSHIPS:

Sr. No	Company Name	Project Title	Duration	Responsibilities
1.	Assetvilla Insurance Marketing LLP	Internship	2 months	A Study to understand the relevance of commodity market with reference to gold and silver.

EXTRA-CURRICULAR ACTIVITIES:

- Participated in NSDL certification of capital market organized by Bharati Vidyapeeth institute of management studies and research for beginner workshop in January 2020 (7 days).
- Participated in Taxation organized by Bharati Vidyapeeth's Institute of Management Studies and Research for beginner workshop in July 2019
- Participated in Alumni meet hospitality committee as a volunteer Organized by Bharati Vidyapeeth's Institute of Management Studies and Research.
- Participated in Bajaj Finserv live project to informed the customers regarding usage of Bajaj EMI card and it's benefit in generate good cibil scores for 7 days
- Participated in Digital marketing organized by Bharati Vidyapeeth's Institute of Management Studies and Research by Sigma Flux for beginner workshop in Jan 2019
- Participated in case study event Organized by Bharati Vidyapeeth's Institute of Management Studies and Research for beginner workshop in Aug 2018

INTEREST & HOBBIES:

- Sports (cricket)

PERSONAL DETAILS:

- Date of Birth / Age : 09/12/1995 (25 Years)
- Marital Status : Unmarried
- Languages Known : English, Hindi
- Residence Address : room no: 101 Shivam Society B-5, A-wing, sector –6 Nerul, Navi Mumbai

DECLARATION:

- I, hereby declare that all the information given above is true and to the best of my knowledge.

(Anand Gupta)

Date :

Place :