

Ankur Dattaram Gawde

Location: Parel Village, Mumbai, Maharashtra, India - 400012

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Professional summary:

To pursue a career with an organization of repute that offers opportunity to enhance my professional skills and utilize my knowledge and experience in adding value to your esteemed organization.

Work Experience

CMOTS INTERNET TECHNOLOGIES PVT LTD. | DATA OPERATOR | JANUARY 2022 - PRESENT

- Updating and saving dividend reports daily, , weekly, fortnightly, monthly, quarterly, half yearly in our data base
- Daily generation of client report in nav India automation
- Collection of data from Amfi site and saving it in our data base (e.g. Average maturity, maturity profile, turnover ratios, tracking error) and many more
- Collection of indices data from site , manually updating it and sending it to client
- Factsheet data form and update in our system
- Assisting in generation of portfolio reports fortnightly & monthly
- Daily mutual fund updation

M/s SCS TECH INDIA PRIVATE LTD.| CUSTOMER SERVICE EXECUTIVE | JANUARY 2020 – JULY 2020

- Handling calls from the emergency 101 No. Of Fire brigade.
- Attending the calls and taking necessary actions such as making fire trucks available at required locations.
- Recording all the calls attended in the software made by M/s SCS Tech India Private Ltd.

M/s SCS TECH INDIA PRIVATE LTD . [BLUECREST HR CONSULTING PVT. LTD.] | CUSTOMER SERVICE EXECUTIVE | DECEMBER 2018 – DECEMBER 2019

- Handling calls from the emergency 101 No. Of Fire brigade.
- Attending the calls and taking necessary actions such as making fire trucks available at required locations.
- Recording all the calls attended in the software made by M/s SCS Tech India Private Ltd.

M/s SCS TECH INDIA PRIVATE LTD . [NEW HORIZON SEARCH SERVICES] | CUSTOMER SERVICE EXECUTIVE | APRIL 2018 – NOVEMBER 2018

- Handling calls from the emergency 101 No. Of Fire brigade.
- Attending the calls and taking necessary actions such as making fire trucks available at required locations.
- Recording all the calls attended in the software made by M/s SCS Tech India Private Ltd.

Education

BACHELOR OF COMMERCE | APRIL 2017 | UNIVERSITY OF MUMBAI, INDIA

HIGHER SECONDARY CERTIFICATE (H.S.C) | MAY 2014 | MAHARASHTRA STATE BOARD, INDIA

SECONDARY SCHOOL CERTIFICATE (S.S.C) | MARCH 2012 | MAHARASHTRA STATE BOARD, INDIA

Languages known

- English
- Hindi
- Marathi

Hobbies

- Playing cricket
- Listening to music

Skills & Abilities

- MS Office
- Advanced Tally ERP 9
- Quick grasping
- Effective communication
- Tech savvy