

SARAVANAN E

No. 1/538 Shanthi Nagar, 88 Veppampattu, Thiruvallur – 602024
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Career Objective:

To work in a challenging atmosphere by exhibiting my skills with utmost sincerity and dedicated smart work for the growth of your esteemed organization along with time

Work Experience:

Company: COMPUTER AGE MANAGEMENT SERVICES LTD.

Designation: EXECUTIVE - OPERATIONS

Department: **AUDITOR / LIEN Marking**

Work Nature: **MUTUAL FUND (ASSET MANAGEMENT COMPANY)**

Period: 18 - SEP - 2023 – PRESENT

Roles and Responsibilities: (T+1 & T+2, SETTLEMENTS, NAV & BRS)

- Providing Daily Basis **Fund Utilization** Reports to **AMC**
 - When Investor eligible to asking lien then provide to do it.
 - Then Monthly our report it **AMC**.
 - Providing Remark comments in Monthly Audit file for all Purchase missed Transactions.
 - Handling Quality check Investor's Pay-In and Pay-out transaction.
 - Maintaining the records of Purchase transaction entry creation, folio account, financial & non-financial transaction, updating FATCA details for NRI & NRE Investors.
 - Handling TDS process for the entire department within the TAT.
 - Providing valid remarks comments in Internal Audit, AMC Audit & SEBI Audit.
 - Handling AMC queries over Call and responding mails to clarify the doubts to the respective branch agencies.
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Additional Activities:

- Alternate and running comments in SQL QUERY SYSTEM in IT.NET software.
 - Providing support to the Team whenever they are in need and bring co-ordination and Motivating with them to perform the activity as well as lending when they find difficult to perform the process.
 - Then Alternative through Dispatch Redemption cheques and Rejection letters process also do it.
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Technical Skills:

- ✓ Utility Package: MS-office (Good command in MS-Word, Good in basics of Power Point presentation and Advance in Excel including Lookup, Filter, Index Match, Flash Fill and conditional formulas & Shortcuts)

Programming skills: Excel Macro, Flash Fill, Index Match, Filter, VBA.

Visualization: Excel (Chart & Pivot Tab)

Operating Systems: Windows, Android and IOS, INVESTRAK.NET (It.net).

Education:

Qualification	Institution	University/Board	Year of Passing
SSLC	Dasar's Hr Sec School	State Board	2014
Com (History)	Aadhidraavidar Boys Hr Sec School	State Board	2017
B.COM (MM)	Agurchand Manmull Jain	University of Madras	2020
	College, Meenambakkam chennai		

Personal Attributes:

1. Curiosity to learn,
 2. Creative and resourceful thinking,
 3. Flexible, Team Player
 4. Researching,
 5. Problem-Solving,
 6. Positive Attitude.
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Declaration:

I Declare that all information given in this resume is true and correct to the best knowledge and belief.

Place:

Signature

Date:

(SARAVANAN.E)