

GAYATRI VASTE



CONTACT

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OBJECTIVE

To serve the organization with full motivation and dedication. I wish to become an integral part and asset to my team

SKILLS

- Basic Computer knowledge with skilled in MS Words, Excel.
- Photoshop
- Innovative and able to develop new ideas
- Disciplined, dedicated and committed with an ability to easily adapt to changing work environment and technology

EDUCATION

- Master's in Commerce – Administration (Shivaji university- Kolhapur-Maharashtra 2013)
- Bachelor's in commerce (Shivaji University – Kolhapur-Maharashtra 2000-2003)
- NISM-Series-VI: Depository Operations Certification Examination

LANGUAGES: English, Hindi, Marathi

VISA STATUS: Resident

WORK EXPERIENCE

M.P.Chitale & Co.(2012 – 2016)
Assistant Audit Manager

- Handling internal and concurrent audit of Depository Participants
- Preparing NSDL & CDSL Half Yearly Internal Audit Reports
- Ensuring AML & KYC Compliance on Relationship Opening of Individuals, Companies, Trust and Partnership
- New Implementation in KYC DP account opening process.
- Demat Document's Verification as per NSDL/CDSL and KYC Norms and Query Follow up with Client
- Work Planning and Same Allocated to Team
- Co-ordinate with Team and Client
- Raise Critical Observation

Key Audits Handled:

- Kotak Securities Ltd.
- Morgan Stanley India Financial services Private Ltd.
- J M Financials Private Ltd.

Ashtech InfoTech Pvt. Ltd. in Pune.(2008-2009)

Sales coordinator cum Office Administrator

- Handling all back office transactions
- Maintenance of petty cash book
- Maintenance of all office expenses
- Generating sales invoice

Cross Land (Idea Mobile Franchise)
Customer care cum Cashier

- Pre-paid Card Sale and record maintenance
- Mobile Services Activation
- Attending customer & their queries
- Cash collection and record maintenance.





