

Saraniya Naikar

Interactive, Hard working, Problem solver,

B- sector, P 2line, Room no 4,
Cheeta camp, Trombay
Mumbai - 400 088
7045704836/ 9321536277
Sarunaikar12345@gmail.com

EXPERIENCE

July 2019 - 2021

CAMS (Computer Age Management Service Ltd)

As BSO (Business Support Officer)

- Communicating with the existing mutual fund investors and Distributor's
- Solving queries of the investor and providing end to end solution regarding there queries
- Handling various campaigns such as – NFO campaign, Feedback campaign, SIP RENEWAL campaign, etc
- Understanding the investor's requirements should provide suitable fund for them. Providing funds details according to the investor's investment horizon and risk profile.

EDUCATION

Vivekanand Educational society College of Science and Commerce

Chembur, Mumbai— *Bachelors in commerce*

2015- 2018

Atomic Energy Junior college

Trombay, Mumbai – *Higher Secondary School*

2013- 2015

SKILLS

Communication Skills – ★★★★★★

Problem solving skills- ★★★★★☆

Leadership skills – ★★★★★☆

Time Management Skills - ★★★★★☆

Decision Making skills - ★★★★★☆

ADDITIONAL CERTIFICATION

NISM Series V Certified with 60% score.

AWARDS

Got recognition for giving highest call quality for 2 consecutive quarters

Received appreciation from client twice for good work done

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LANGUAGES

HINDI – Read – Write - Speak

ENGLISH – Read -Write- Speak

TAMIL – Read – speak