

To work in a growth oriented organization where I can utilize my expertise and rich experience towards achievement of organizational goals with personal satisfaction.

PROFESSIONAL SUMMATION

Motilal Oswal Financial Services Limited

- ⇒ **Designation: Asst. Manager – Operation Risk Management & Surveillance**
- ⇒ **Duration: January 2011 till January 2020**

➤ Key Responsibilities

⇒ **Management information System(MIS)**

Preparation of various report as required by management

Ageing report
Expiry limit report
HNI clients position Report
Value plus and margin plus day to day Report.

- ⇒ Manage Operational Risks in external client facing functions including queries, limits requests, execution of trade's margins etc.
- ⇒ Monitoring and Analysing the risk in the client's portfolio and taking adequate measures to thereby mitigate risk as per the laid down Risk Policy.
- ⇒ Daily Liaison with Exchanges (NSE & BSE) for maintaining optimum Margin requirements and monitoring of the same.
- ⇒ Assist in Implementation of Processes and Controls to ensure the same are as per the guidelines laid down by SEBI & Exchanges.
- ⇒ Manage queries relating to the Risk Policy and Processes and ensuring the same are resolved within the defined TAT.
- ⇒ Actively involved in the User acceptance testing along with IT Team in respect of release of new products in adherence with the Risk Policy.

Sharekhan Limited

- ⇒ **Designation: Senior Operation Executive**
- ⇒ **Duration: March, 2008 to January, 2011**

➤ Key Responsibilities

- ⇒ Handled collection of uncovered clients of branch & franchise in form of Fund, Stock, and other securities like Pledge of Mutual Fund.
- ⇒ Manage Team of surveillance work i.e. Income proof updating, Quarterly ledger conformation etc., as per the guidelines laid down by SEBI & Exchanges.
- ⇒ Manage Arbitration client's case for settlement from BSE & NSE Exchange.
- ⇒ Manage Low coverage clients to avoid new uncovered.

- ⇒ MIS Report of uncovered clients of branch & Franchise to Senior Management.
- ⇒ MIS Report of Arbitration & Complaints of Clients from BSE & NSE Exchange.

Angel Broking Limited

- ⇒ ***Designation: Account Executive***
- ⇒ ***Duration: January 2006 till March 2008***

➤ **Key Responsibilities**

- ⇒ Bank Reconciliation of all Segments (BSE, NSE, F&O, MCX and NCDX).
- ⇒ Supervision of Suspense a/c and Double entry query.
- ⇒ Handled Pay-in & Pay-out entries and tier query.
- ⇒ Inter segment clients fund transfer for managing client's ledger position by control a/c systems.
- ⇒ Solving all accounts related quires of sub-brokers and clients.

Kuntal Granite Pvt Ltd

- ⇒ ***Designation: Office Assistant***
- ⇒ ***Duration: April 2005 till December 2005***

➤ **Key Responsibilities**

- ⇒ Checking Mail, Drafting Letter and MIS Report for Organisation.
- ⇒ Handled accounting Work.
- ⇒ Handled Portfolio of Shares & Mutual Funds for Directors on daily basis.

Iajodai & Company (Chartered Accountant Firm)

- ⇒ ***Designation: Account Assistant***
- ⇒ ***Duration: April 2002 till March 2005***

➤ **Key Responsibilities**

- ⇒ Preparation of Final Accounts of Companies & Individuals and also Computation of Income for Individuals & companies.
- ⇒ Responsible for Filing the Returns of Individuals & Companies and also ROC Work.

ACADEMIC CREDENTIALS

- ⇒ 2005- Bachelor of Management Studies with Second class from Malini Kishore Sanghavi College of Commerce, Mumbai.
- ⇒ 2000- Higher Secondary Certificate with Second Class from Francis Dassis College of Commerce Mumbai.
- ⇒ 1998- Secondary School Certificate with Second Class from ST. Thomas High School.

KEY ACHIVEMENTS

- ⇒ Completed Certified course named Assent -2000 from Boston Education and Software Technology Limited, Borivali.
- ⇒ Received 'Super Achiever Rewards' for Excellence in Business Support in month of February 2012, October 2012 & March 2013 in Motilal Oswal Securities Ltd.
- ⇒ NISM Series VII 'Securities Operation & Risk management' cleared on December 2018.

TECHNICAL PURVIEW

- ⇒ Operation System : Dos, Window 9X, Win 200, Win XP Professional
- ⇒ Application : MS word, Ms Excel: Vlookup, Pivot Table, MS PowerPoint
- ⇒ Language Known : C, C++, Visual Basic 6.0
- ⇒ DBMS : Access 2000
- ⇒ RDBMS : Oracle 8i
- ⇒ Web Technologies : HTML, DHTML, Front Page 2000, Dreamweaver, Photoshop and Flash

PERSONAL DOSSIER

Date of Birth: 11th November 1981.

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