

Branch Manager - Stock Holding Corporation Of India Limited, Vyara

2004 to 2007

- **Planned, directed and oversaw** the entire operations for establishment of a new branch, including furniture, furnishings, supplies, computers, and communication systems, electricity, telephone etc.
- **Trained, and mentored new** personnel on procedures to streamline repetitive work and improve productivity, efficiency, and accuracy.
- **Managed all daily operations** and maintained total profit and loss responsibility for the new branch.
- **Instrumental** in setting up and management of over one thousand new accounts in three years.

Junior Executive - Stock Holding Corporation Of India Limited, Vadodara

1997 to 2004

- **Appointed as** Junior Executive Trainee in April 1999, thereafter, confirmed as Junior Executive.
- **Operated** a minimum of 50-60 New Depository Accounts daily, for individual retail investors as well as brokers and clearing members for conversion of securities from physical to dematerialized form, transfer of securities in between accounts and delivery of shares from broker clearing member accounts.
- **Processed** a minimum of 100-150 fresh applications received from investors, for tax free GOI Bonds with a daily volume of around 2-3 lakh rupees. Ensured timely disbursement of interest and maturity amounts, processing of commission for our sub-agents, handling of TDS issues for clients. Timely and accurately delivery of around 6000-7000 interest warrants.
- **Developed** software in co-ordination with the IT team, for quick dispatch of physical securities to the various companies/registrars of companies, resulting in time and manpower savings.

EDUCATION

MBA (Finance) - Faculty Of Management Studies, XXXX (1996).

Bachelor Of Engineering (Civil) - Faculty of Technology & Engineering, XXXXX (1993).

CERTIFICATIONS

- NISM Depository Operations Module
- NCFM AMFI-Mutual Fund (Advisors) Module
- NCFM Capital Market (Dealers) Module
- NCFM Derivatives Market (Dealers) Module

REFERENCES - Available upon request.