BHABANI

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**PROFILE OVERVIEW**

* **A competent professional with 16+ years of experience in:**
* Banking.
* Finance.
* Operations.
* Client Servicing
* Statutory compliances
* Reporting, Documentation
* Business Development
* Relationship Management
* Communication, interpersonal skills
* Analytical, computer skills
* Coordination & Convincing Skills
* General Accounting Operation.
* Human Resource Management.
* Finance and Management.
* Self motivated professional offering 16+ years experience in the financial services sector along with business acuity, analytical and problem solving skill; currently associated with **ITI GILTS PRIVATE LIMITED** as **Asst.** **Manager – Operation**. (**Formerly known as** **Crest Debt Capital Markets Pvt. Ltd.)**
* Proven skill in providing custodian services including delivery of securities, dematerialization of Govt. securities (SGL to Demat) & statutory compliances. Ability to handle capital market operations like: Dematerialization of Securities, Pledging / Hypothecation, Settlement of Off Market Trades etc; experienced in Depository Operations, KYC Documentation and Risk Management.
* Processed statutory documents on issue/transfer of debt instruments; resolved issues on debt instruments and Dematerialization of SGL Stock; consistently ensured maximum customer satisfaction. Developed, maintained healthy business relations with Corporate Clients, external agencies and regulatory authorities like RBI, SEBI, NSCCL and ICCL.
* Possess sound knowledge in the field of finance; demonstrates curiosity to challenge industry consensus and resolve problems related to fixed income desk.
* Register client in NSE(UCI) & BSE(UCC) online, Account opening of NBFC (Non-Banking Financial Company) client and Corporate Client, Registration of Sub-Broker and Authorized Person in NSE/BSE/MCX/MCX-SX/NCDEX, Registration of Remisier in BSE, Handling all modification of client, Handling internal audit of trading and Demat department, Solve all query related to trading A/C opening.
* Strong team player.
* Takes the initiative to learn and go beyond the assigned, responsibility.
* A confident communicator.
* Strong social and networking skills.

**OBJECTIVE**

To associate myself with the company that provides a challenging job and an opportunity to prove my innovative skills and diligent work”.

Seeking a position in a highly competitive & professional environment,

Where I can get opportunities to apply my skills & work towards the goals & growth of the organization.

**SKILLS SET**

**IT AND COMPUTER**

* Ms Access.
* Windows XP
* Tally ERP 9
* Internet.
* Computer Peripherals.
* Proficient in accounting Software

**ADMINISTRATION**

* Strategy.
* Decisions Making.
* Result preparation.
* Parent Teacher Meeting.
* Planning & scheduling exams.
* Reporting & Communication.

**REPORTING & COMMUNICATION**

* Preparing Excel Reports.
* E-Mail Writing.
* Communicative.
* Manage & Prepare Documents.
* Good Interpersonal Skills.

**LEADERSHIP & MANAGEMENT**

* Goal Oriented.
* Resource Allocation.
* Result oriented Planning.
* Organizing.
* Directing.

**EDUCATIONAL QUALIFICATION**

* **B Com,** Vidyasagar College, Calcutta University, 1995

**TRAINING**

* Completed the following training in Standard Chartered Securities (India) Ltd:
* Operational Risk Management
* Standard Chartered – Health and Safety.
* Safe – R
* Anti-Money Laundering and Terrorist Financing.
* Group Compliance Policies.
* Standard Chartered – Living with HIV e-Learning
* Conflicts of Interest and Information Walls (e-learning).

**ORGANIZATIONAL EXPERIENCE**

**ITI GILTS PRIVATE LIMITED, Kolkata**

**Formerly known as Crest Debt Capital Markets Pvt. Ltd.)**

**Asst. Manager – Operation, Aug 2016 onwards**

**Job Profile**

* Reported to the VP, headed a team of 14 members; coordinated secondary /primary market operations with all the branches.
* Dematerialization of Govt. securities (SGL to Demat & Demat to SGL) & statutory compliances. Ability to handle capital market operations like: Dematerialization of Securities, Pledging / Hypothecation, Banking operation. Settlement of Off Market Trades etc;
* Managed controlled all India Branch network; handled daily routine operations related issues & administration.
* Managed post transaction operations in debt dealing; looked after back office operations, bank operation, enhanced market share by acquiring new clients and maintaining existing relationships.
* Supervised operations & serviced clients from the Head Office; provided market updates & advised on investments.
* Managed placement of Debt Securities to Corporate Treasury, Provident Fund, Social Security Trusts and Cooperative Banks in the Primary / Secondary Market; mobilized Mutual Funds for clients.

**LKP Securities Limited, Kolkata**

**Sr. Executive, Operation - Retail Debt Capital Markets, Mar 2011 to Aug 2016**

**Job Profile**

* Receiving KYC form from all Branches and verifying all the documents In Proper Order.
* Give conformation of KYC form receiving, requirement of document and query.
* Solve all query related to trading A/C opening.
* Updating the KYC data in the Company's software.
* Register client in NSE (UCI) & BSE(UCC) online.
* Registration of Sub-Broker and Authorized Person in NSE/BSE/MCX/MCX-SX/NCDEX.
* Registration of Remisier in BSE.
* Account opening of NBFC (Non-Banking Financial Company) Clients and Corporate Clients.
* Maintaining Excel Sheet in Client wise record according to the Branches.
* Document Verification, Updating Forms Status, Customer Care, Query Solve.
* Trading A/c Opening and Franking on KYC form.
* Handling all type of modification of clients and internal audit of trading department.

**Standard Chartered Securities (India) Ltd (Formerly UTI Securities Ltd), Kolkata**

**Executive, Operations - Retail Debt Capital Markets, Sep 2006 to Feb 2011**

**Job Profile**

* Reported to the AVP/Head Office, headed a team of 4 members; supervised operations in the Kolkata branch.
* Managed debt dealing to retirement benefit trusts, cooperative banks in the primary and secondary market.
* Mobilized mutual funds for individual and above mentioned clients; opened demat accounts.
* Managed post transaction operations in debt dealing; looked after back office operations, enhanced market share by acquiring new clients and maintaining existing relationships.
* Coordinated Secondary Market Operations, looked after office administration of the Kolkata Branch.

**BRICS Securities Limited (Formerly Birla Sun Life Securities Limited), Kolkata**

**Executive, Operations - Retail Debt Capital Markets, Nov 2000 to Sep 2006**

**Job Profile**

* Reported to the Business Head/Head Office, managed operations & office administration of Kolkata branch.
* Handled overall operations, managed post transaction operations in debt dealing & serviced clients; supervised petty cash.
* Managed debt dealings in retirement benefit trusts, cooperative banks in the primary and secondary market.

**STRENGTHS**

* Ability to handle work independently.
* Easy Adaptation to Work Environment.
* Excellent presentation, communication & inter personal skills.
* A decision maker, resourceful and work well under pressure.
* Able to function well under pressure created by work demand.

**PERSONAL DETAILS**

Date of Birth : 26 March 1975

Sex : Male

Nationality : Indian

Marital Status : Married

Languages Known : English, Hindi, Bengali

**DECLARATION**

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief.

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