**JINCY**

 **Email**: jinc.279398@2freemail.com

**Seeking a challenging position in an organization where my expertise can contribute to the growth of the organization.**

*Key skills*

Excellent Communication ~ Team Player ~ Skillful Time Management ~

~ Result-driven Work Approach ~ Strong Work Ethics

**Professional Experience**

**The Clearing Corporation of India Ltd.**

Mumbai, Maharashtra, INDIA

**Sr. Executive Officer (March 2003 – August 2013)**

**Key Responsibilities:**

* Judiciously been solving client queries & providing input to the team for enhancement based on customer’s feedback.
* Accumulating data and creating MIS related reports to the Corporate Bond Market, Currency Futures, Interest Rate Futures and Currency Options.
* Preparation of Surveillance Reports for **Reserve Bank of India** on daily basis.
* Preparing Business Statistics Report of different segments on weekly basis for **MD/Chairman** of the Company.
* Coordinating with other departments (Operations, Finance, Legal, IT and Support Service) and HOD to collate data for the trade publications and newsletter released by the department.
* Continuously updating money market rates and related reports on the Website on a daily basis for the financial markets.
* Tabulating data for printing in various publications.
* Responsible to proof check the data before printing in various publications.
* Ensuring smooth operations and excellent execution of work in the department.
* Manage & Maintain database of various information, contracts, agreements, presentation and confidential records and to share this with the seniors whenever it is required.
* Excellent organizing skills to manage the calendar and schedule of Senior Vice President and also to support senior levels at business meetings as required.
* Assist with the planning of conference day training / activities.
* Liase with / meet with customers and visitors as required.
* Maintain database of various information like contracts, agreements, presentations, visitor log books and apt in handling confidential records.
* **Admin functions**- To check that office systems are maintained properly and ensure stock accuracy, collections are regularly flowing in, library management, maintain records for audit, filing and information systems are in place.

**The Sigma Solvents Pvt. Ltd.**

Mumbai, Maharashtra, INDIA

Secretary (October 1996 – February 2003)

**Key Responsibilities:**

* Reporting to the Chairman and Managing Director.
* Preparing Agenda, Notices and Minutes of various meetings and handle highly confidential correspondence.
* Co-coordinating arrangements for Directors / Board meetings and responsible for preparation of Board papers, Agendas, Resolution etc. and circulating to all Board Members
* Filing of necessary documents with ROC as per instruction along with scheduling follow up on Management reports.
* Preparing itineraries for executing travel and assisting the executive in non-profit organizational activities and coordinating multiple activities (like Travel arrangements & Hotel Bookings, Fixing Appointments, Organizing Conferences and meetings).
* Liasioning with various Directors and officials and support them with the calendar of MD/Chairman to schedule appointments.
* Place order, prepare LC application and other bank documents, follow up with suppliers in coordination with Imports / Purchase Manager.
* Managing daily calendar & prioritizing the schedule for CMD.

**Professional Development**

**Courses/Certifications:**

* Participated in a 10 days programme on “Integrated Treasury Management” from NIBM, Pune.
* Participated in a two-day programme on “Professional Development” from Creative Communication and Management Centre
* Participated in a Programme on “Advance MS Office” organised by NIIT.

**Education**

* Bachelor of Arts (Economics & Commerce), University of Bombay, India

**Soft Skills**

* Proficient in using Microsoft Office applications

**Personal Dossier**

* **Date of Birth :** 10 January 1976
* **Nationality :** Indian
* **References can be provided on request**