**Pallavi**



**Career Summary**: An experienced and self motivated finance professional, having expertise in various finance functions, which includes trading in equity and commodity stock exchanges, trading operations, accounting and telemarketing activities, depository participant in Account Opening, DEMAT and Settlements. I have worked both in UAE and India. I am an MBA in Finance & Marketing, with Masters in Commerce from India.

**Professional Experience:**

**April 2012 – March 2015:** Insurance Advisor

**October 2005 – October 2006:** Assistant Manager, Resources DMCC, Dubai

**Role:**

Overall incharge of operations for DGCX related trading and clearing services. I was responsible for developing a customer base, who would trade in different stock, metal, commodity and foreign currencies through Alankit.

**Accomplishments:**

* Signed up more than 50 clients, to develop the customer base of the company.
* Helped establish Alankit its office in Dubai.
* Had a team of 3 people working on day to day trading activities and sales and marketing of services.

**May 2005 – September 2005**: Temporary Accountant, Fortune International Trading Company (Distributors for LG Air Conditioners), Sharjah

**Role:**

Handling day to day accounts, preparing ledger accounts, journal entries, vouchers, etc. Preparation of invoices, order confirmations, delivery notes, bank reconciliation and managing petty cash was also part of my responsibilities.

**September 2001 to August 2004** Manager – Commodity Trading and National Stock Exchange Trading, Branch Office, Alankit Assignments Limited, Bareilly

**Role:**

From August 2002 to August 2004, managing the sales team, to sign customers for trading with the NSE and commodity trading. I was also an internal auditor in the company, to check the transactions in Depository Participants. From September 2001 to July 2002, I was working as an executive – DEMAT, coordinating with companies for their DEMAT requests and conversions to electronic formats. I was also in telemarketing for convincing prospects to become customers by opening their trade accounts with Alankit.

**Accomplishments:**

* Led a team of 10 people to sign customers for trading and investing
* Signed over 400 clients during my tenure

**Other Skills:**

* Trained on DGCX trading and operations
* Expertise in customized software NEATCM, ODIN, DPM, NCDEX
* Strong communication skills, stock and finance domain knowledge, team worker

**Other Activities:**

**April 2010 – December 2014: Volunteer Mother Teacher in DPS Rohini, Delhi (for nursery and primary classes)**

**December 2006 – March 2010: Children and Home Management at home**

**Running my own business from Home for Home Made Chocolates**

***Additional Details:***

**Education:**

2010 – 2012 **MBA (Finance and Marketing)**

Gautam Buddh Technical University (formerly UPTU), Bareilly, Uttar Pradesh, India

2004 – 2005 **Advanced Certificate Course in Interior Designing**

International Institute of Fashion Technology, Barielly

2000 – 2002 **Masters in Commerce**

Rohilkhand University, Utter Pradesh

1997 – 2000 **Bachelors in Commerce**

Rohilkhand University, Uttar Pradesh

**Job Seeker Name:Pallavi / CV No:** **1677420**



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