**SURYA**

**SURYA.351560@2freemail.com**

#### PROFESSIONAL SYNOPSIS

In pursuit of challenging assignments in the field of Customer Support, In-housestock management,Administration, Logistics,Staff attendance,Purchasemanagement with an organization of high repute.

**PROFESSIONAL EXPERIENCE**

**5** Years Customer Support Experience details: Professional **3** years’ experience in Motilal Oswal Securities Ltd and **2** years in NIIT and Accopedia and professionally experienced in handling Admin, Operations, Courier, Cargo management and Banking operations management.

* **ADMINISTRATION AND MANAGEMENT IN MOTILAL OSWAL SECURITIES LTD – From April 2015 to Current**
* **Responsibilities & Achievements:**
* Dealing with all depository activities and transaction of clients related to share market investments, coordinating, and enforcing program.
* Implementing High standards of new workflow and process according to the companies challenging decision in each division in Back office operations.
* Preparing comparison reports in Equity market, monitoring security procedures and protocols.
* Solving all customer related queries regarding Securities market and maintaining reports of Portfolio Management Services.
* Maintains physical condition of office by planning and implementing new design layouts; inspecting equipment, issuing work orders for repair and requisitions for replacement.Excellent space management skills.
* Operation Handling in New account opening and Modifications in Demat account and watching over Risk Management Services
* Maintaining Surveillance reports and Efficient Event Management
* Maintaining Staff attendance, Salary Calculations, New Appointments, Leave balance calculations and other HR related works
* Dealing with AMCs regarding Mutual Fund investments
* **AREAS OF STRENGTH**
* Shipping and Receiving
* Internal & External audit
* Process Improvement, Report presentation, Effective cost management,
* Recruiting& Developing staff skills.
* Training, Supervising,Strong Administration skills.
* Project Management

#### PROFILE SUMMARY& CORE COMPETENCIES

* Over 5 years of experience in Customer Support,Logistics Operations, Purchase,Supply Chain Management, P & L Management for clients as well as the organization, Depositary operations, Cargo / Courier service management,and Process Management .
* DP related documentation / finance related works.
* Adroit in planning and maintaining an efficient Depositary operations & evaluating the work performance.
* Leading the Logistics department and heading overall responsibilities DP Operations and Reporting to Business Head as well as CFO&CEO.
* Office management including purchase of stocks, issue of IPO and other purchase related works.
* Managing effective costing system resulting in cost reduction, business process and procedures
* Adept in supervising logistics operations & ensuring timely execution while adhering to transit guidelines
* Monitoring availability of stock, making appropriate arrangements to ensure the timely solving of customer queries
* Expertise in back office operations involving coordinating with AMCs and Vendors

#### ORGANISATIONAL EXPERIENCE

* **COORDINATOR in ACCOPEDIA SCHOOL OF ACCOUNTING AND FINANCE,COIMBATORE**
* Position : Coordinator
Duration : February 2014 – September 2014
* Role :Coordination in arranging classes to graduates and placing them in leading Concerns
* **Responsibilities& Achievements:**
* Will Handle all Admin Expenses and Allocate batches for students
* Supervising in the Website and Logo creation of the Company
* Ensure students to get good guidance from faculties
* Scheduling the classes to the students by checking the availability of Faculties
* Ensure the convenience of students in premises
* Issuing ID cards and study materials to students
* Collecting fee from students term wise
* Maintain staff as well as student attendance
* **BACK OFFICE HEAD in MOTILAL OSWAL SECURITIES LTD,COIMBATORE**

**Location :** India
**Employer** **:** MotilalOswal Securities Ltd, India.

**Position** **:** Back Office Head
**Duration** **:** February 2012 – October 2012

**Role :** Heading Inward & OutwardClearing, Portfolio Management Service, DP Operations

* **Role & Responsibilities:**
* Handling inward & outward clearing operations management, DP operations management
* Dealing with all depository activities and transaction of clients related to share market investments, coordinating, and enforcing program.
* Handling DP operations management (Inward & Outward)& Documentation process, Demat and Remat operations, Demat account opening & documentation.
* Solving all customer related queries regarding Securities market and maintaining reports of Portfolio Management Services.
* **COUNSELLOR IN NIIT,COIMBATORE**

**Location** **:** Ram Nagar, Coimbatore, Tamil Nadu, India.
**Employer** **:** NIIT

**Position** **:** Counsellor
**Duration** **:** May 2011

* **Role & Responsibilities:**
* Allocate batches for students
* Ensure students to get good guidance from faculties
* Ensure the convenience of students in premises
* Conducting Grooming sessions for students required for placements
* Collecting fee from students term wise
* Ensure the batch filling and Faculty timings

#### AWARDS AND LAURELS

* Good Performance Appraisal rating at all the levels.
* Received Proficiency certificate in four subjects in Collage including French.
* During my tenure as project chairman our Rotaract club of ADU bagged "Best Project Award in Dist 3201
* Won Best Performer Certificate in NSS.
* Won Best Coordinator award in NIIT

#### EDUCATIONAL PROFILE

* **2006 – 2009 : Graduate** in B.Sc., Life Sciences in **Avinashilingam, Deemed University**,

Coimbatore. (With 83% in aggregate)

* **2004 – 2006** : **Higher Secondary** Education at **P.S.G.R.Krishnammal Girls**

**Higher Secondary School**, Coimbatore. (With 70% in aggregate)

* **2004**  : **Secondary** Education at **St’Marys Girls Higher Secondary School**,

Coimbatore. (With 94% in aggregate)

#### EXTRACURRICULAR ACTIVITIES

* Actively participated in Social Works in NCC, NSS at School and College Level
* Member of College Rotaract and active conducted projects

#### TECHNICAL SKILL SET

* **Languages** :Visual Basic, C++, DBMS, HTML.
* **Packages** :MS-Office, Tally
* **Platforms Worked** :MS-DOS and Windows 98 – 2007 & XP

#### PERSONAL PROFILE

* **Date of Birth**  :25th July, 1989
* **Linguistic Abilities** :English, French, Tamil,Hindi &Malayalam.
* **Nationality** :Indian
* **Marital Status** :Married
* **No. of Dependants** :3

#### DECLARATION

I hereby declare that the foregoing information are true and correct to the best of my knowledge and belief and that I have not concealed any information, which might affect my suitability for this job and I am confident that I can serve to the best of my effort.

*Note: Reference will be provided based upon the requirement*