**RESUME**

**BINAY**

**BINAY.360427@2freemail.com**

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| **Career Objective** |

To be a professional and to utilise my skills and knowledge to achieve both the organisational as well as personal goals.

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| **Academics** |

* MBA (Finance) from Uttrakhand Techical University, Dehradun, India in 2015.
* Bachelor In Management (Finance) from Tribhuvan University, Nepal in 2011.
* Intermediate (Science & Technology) from Tribhuvan University, Nepal in 2008.
* Matriculation (10th ) from HMG Board, Nepal in 2004.

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| **Experience** |

**Ameriprise Financial India Pvt. Ltd. Gurgaon, India**

**Department: Advice and Wealth Management**

Tenure: 11th Aug 2015-19th Oct 2016

 Position: Process Trainee

**Role**

* Managing the Corporate Action Process.
* Work on Case input, Reconciliation and Validation part.
* Identifying and analyzing the case type & and use of macros.
* Responsible for meeting case TAT, attending training & refresher training’s to team.
* Preparation of various weekly, monthly reports & presentations.

**Dhanawat Offset Printers Biratnagar, Nepal**

**Department: Accounts**

Tenure: 15th Mar 2012-20th Feb 2013

 Position: Account Executive

**Role**

* Responsible for books keeping such as ledgers, cash books.
* Creating and maintaining accounts along with inventory.
* Worked both manual and computerised (tally).
* Cash management in absence of cashier.

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| **IT Credentials** |

* Information Technology (15 Months) from CTEVT, Nepal.
* MS Office (Word Processing, Spread sheet & PowerPoint)
* Accounting Package (Tally, Swastika)
* Designing (Adobe Photoshop)

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| **Internship/ Project** |

* Study on “Financial Analysis” Conducted at Reliance Money Ltd. Dehradun.

Tenure 10th June 2014 to 25 July 2014

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| **Personal Details** |

DOB : 14-01-1988

Gender : Male

Marital Status : Single

Nationality : Nepalese

Interest : Listening to Music, Playing Chess, Pool/Snooker

Photography & Editing

*I hereby declare that the above written particulars are best of my knowledge and belief.*