**BUNNY**

 Email: bunny.362355@2freemail.com

**CAREER OBJECTIVE**

 To obtain a challenging and rewarding position in **Finance/ Office Administration** where I can utilize and further develop my core competencies towards the achievement of organizations’ set goals and objectives.

**EDUCATION**

Master of Applied Finance (Financial Services) **University Of Wollongong in Dubai** (Class 6pm-930pm)

Bachelor of Business Administration (Finance) **Foundation for Liberal and Management Education*,*** Pune (2009-13) (CGPA = 8.0/10)

**EMPLOYMENT DETAILS**

**Nov’16-Feb’17: GKFX Financial Services, Dubai, Business Development Executive- Financial Products (Internship)**

* Sell financial platform Meta-trader 4, Train clients about financial markets such as Forex, commodities, CFDs, Equities, Meet potential clients and bring in business for the company , Client calling through Sales-Force
* Use Meta-trader 4, explain them how the software is used for trading ,investing, and analyzing data
* Explain clients on how to analyze charts and fundamental data and how it affects the financial markets

**Feb’14 – March’15: Dynamic Equities Pvt. Ltd, Kolkata as Equity Research and Trader**

* Study the Small cap and Mid Cap stocks on the National Stock Exchange of India , create Equity reports based on the research and give Buy/Sell recommendations based on Fundamental and Technical Analysis, 7P’s Analysis, Five Principle Analysis
* Manage 18 Client portfolios each worth Rs.2 lacs minimum and invest it in the stocks recommended by me and my team , Equity trading using ODIN and NEAT software, use Bloomberg software for research
* Create a daily, weekly, monthly economic report for the clients on the outlook of the Equity markets and track all the news around the world and report it to the head of the Equities team

**May’13 – Jan’14 Pamandas and Sons Pvt. Ltd, Kolkata as Finance Assistant**

* Reconciled bank statements to clients' books and prepared financial statements from company documents
* Study the balance sheet, profit loss statements, cash flow statements, Entered information from ADP and Budget into Excel, learn about accounts payable, accounts receivable by working with the company accountant
* Learnt accounting operations, accounting close, account reporting and reconciliations.

**Summer Internship:**

**April’ 12 June '12: Bharti Airtel, Hyderabad, India**

* Completed various presentations on the Annual Reports of the company, telecommunications sector, and comparison of Bharti Airtel’s financial statements with its competitors
* Major Project: Waiver Analysis Project for FY 2010-2011, 2011-2012 and presented the findings to the head of the Finance department with the probable solutions

**TRAINING AND CERTIFICATIONS**

* Currently completing online Certificate in Advanced Excel and Financial Modelling – Manipal Prolearn Academy
* NSE Certificate – National Institute of Securities Market Modules: Completed
	+ Certificate in Fundamental Analysis (88%)
	+ Certificate in Technical Analysis (87)
	+ Certificate in Investment and Portfolio Mgt. (91%)
	+ Equity Derivatives Module (78%)

**Projects Undertaken in Master’s degree**

* Conducted in-depth financial statement analysis of Damac Properties
* Impact Of crude oil price on UAE real-estate market, Dubai Financial Market and Gold market (VAR)

**IT SKILLS**

MS Office (Word, Excel and Power Point), Adobe Photoshop, Bloomberg, ODIN, NEAT, E-VIEWS Software, Meta-Trader 4

**LANGUAGES**

* English, Hindi, Bengali