***Trader in Equity & Futures and Back Office Operator (M.B.A Finance) CURRICULUM VITAE***



**SHAIK**

**M.B.A (Finance & IT)**

Email: [shaik.379004@2freemail.com](mailto:shaik.379004@2freemail.com)

Mob: C/o 504973598



**Certified with National Institute of Securities Markets (NISM) from (SEBI)**



**SUB:**

Application for the post of **Trader** in **Equity & Futures and Back Office Operator** with 3 years & 6 Months Corporate Experience



**CAREER OBJECTIVE:**

Achieving highly dynamic and highly advancement paced career as an equity trader at an investment firm / organization which has absolute professional work environment and plenty of career move ahead opportunities, to excel in my field through hard work, research, skills and perseverance which is help me to achieve personal as well as organization goals and Improve my skills with a challenging and rewarding career and to become an asset to the organization If given a chance I shall prove my capabilities & carryout the duties entrusted responsibilities to me to the best of my abilities to surpass the expectations of the management

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |
|  | **ACADEMIC CREDENTIALS:** |  |  | **Percentage** |  |  | **Year** |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  | **MASTER OF BUSINESS ADMINISTRATION** |  |  |  |  |  |  |  |  |
|  | **(M.B.A Finance & IT),** Osmania University, |  | 65.84% | |  | 2014 | |  |  |
|  | Hyderabad, India. |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  | **BACHELOR OF COMMERCE (Bachelor of Commerce)** |  | 64.4% | |  | 2012 | |  |  |
|  | Anwar-Ul-Uloom Degree College, Hyderabad, India. |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  | **BOARD OF INTERMEDIATE EDUCATION**  **(Civics, Economic, Commerce)** |  | 49.45% | |  | 2009 | |  |  |
|  | Royal Junior, Hyderabad, India. |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  | **BOARD OF SECONDARY EDUCATION**  Guru Nanak High School, Hyderabad, India. |  |  |  |  |  | 2007 |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  | **WORK EXPERIENCE:** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

Worked as a **Trader** **Equity & Futures and Back Office Operator** for **MIDEAST INVESTMENT PVT.LIMITED** from 19th of July 2014 to 30th January 2018

***Trader in Equity & Futures and Back Office Operator (M.B.A Finance) CURRICULUM VITAE***

* Traded equity index futures and identified arbitrage opportunities in related securities.
* Evaluated factors such as volatility, liquidity, and expected profit to determine appropriate price and size of trades.
* Formulated and executed hedging strategies based on type of risk and market factors.
* Frequently discussed larger trades and special situations with corporate research department and senior management to limit risk and maximize profitability.
* Taught options theory and trading classes for new hires and mentored less experienced traders.
* Generated consistent profits without excessive risk or volatility
* Prepare daily basis stock analyst report
* Monitoring the financial market regularly
* Serves the financial interests of our clients. & sell securities and advises clients on what investments suit their financial situations and can manage clients investment portfolio
* Executes trades and sell for clients in the Exchange Market
* We had a fiduciary duty to protect the interests of our clients; therefore, he cannot engage in trades or offer financial advice that benefits him financially
* Reconciliation of Stock on back office and stock holding and Bank Accounts regularly
* Handling the back office process on daily bases
* Prepare profit and loss statements and monthly closing and cost accounting reports
* Compile and analyze financial information to prepare entries to accounts, such as general ledger accounts, and document business transactions
* Monitor and review accounting and related system reports for accuracy and completeness
* Analyze revenue and expenditure trends and recommend appropriate budget levels, and ensure expenditure control
* Recommend, develop and maintain financial data bases, computer software systems and manual filing systems

**Market information sources**

[www.nseindia.com](http://www.nseindia.com)

[www.bseindia.com](http://www.bseindia.com)

[www.moneycontrol.com](http://www.moneycontrol.com)

[www.marketmojo.com](http://www.marketmojo.com)

[www.bloomberg.com](http://www.bloomberg.com)

[www.CNBC.com](http://www.CNBC.com)

**Technical sources**

[www.investing.com](http://www.investing.com)

[www.google.com/finance](http://www.google.com/finance)

www.yahoo.com/finance

**Back Office Function & Compliance**

**Handling the Process of Back Office**

* Register of transactions (Sauda Book)
* Clients ledger
* General ledger
* Journals
* Cash book
* Bank pass book
* Documents register containing inter alia, particulars of securities received and delivered in Electronic form and the statement of account and other records relating to receipt and delivery of securities provided by the depository participants in respect of dematerialized securities
* Clients’ contract Note showing details of Transaction entered into by members broker
* Sent duplicates of contract notes to clients
* Sent Margin note
* Registers of accounts of sub-brokers
* Shall be intimate to SEBI the place where the books of account, records and documents are maintained.

**Participated in NSE (National Stock Exchange) Annual Inspection & Compliance**

**Regulatory Compliance Reports**

* Client Registration
* Order Management System and Internal Controls
* Contract Note
* Electronic Contract Note (ECN)
* Charging of Brokerage (Commission)
* Quarterly Statement of account
* Banking and Demat Account Operations
* Dealing with Clients Funds and Securities
* Margin Requirement
* Internet Trading
* Other dealings with clients
* Dealing with intermediaries
* Location and operation of terminals
* Display of Notice Board/ SEBI Registration certificate
* Maintenance of Records
* Continued membership requirements
* Compliance with prevention of Money Laundering Act (PMLA) 2002

***Trader in Equity & Futures and Back Office Operator. (M.B.A Finance) CURRICULUM VITAE***

**Other Departmental duties and Responsibilities:**

* Prepare daily basis stock analyst report
* Monitoring the financial market regularly
* Serves the financial interests of our clients. & sell securities and advises clients on what investments suit their financial situations and can manage clients investment portfolio
* Executes trades and sell for clients in the Exchange Market
* We had a fiduciary duty to protect the interests of our clients; therefore, he cannot engage in trades or offer financial advice that benefits him financially
* Reconciliation of Stock on back office and stock holding and Bank Accounts regularly
* Handling the back office process on daily bases
* Prepare profit and loss statements and monthly closing and cost accounting reports
* Compile and analyze financial information to prepare entries to accounts, such as general ledger accounts, and document business transactions
* Monitor and review accounting and related system reports for accuracy and completeness
* Analyze revenue and expenditure trends and recommend appropriate budget levels, and ensure expenditure control
* Recommend, develop and maintain financial data bases, computer software systems and manual filing systems

**(MBA) Project Details**

Project Title : Functioning of NSE **(National Stock Exchange)**

Topic : Fundamentals of Stock Broking Company and NSE

Company : Mideast Investment Pvt Ltd

Duration : 3 Months



**STRENGTHS:**

* Hardworking and flexible in working with less supervision, and with good communication
* Hard working and Intelligent
* Ability to work in stress
* Accuracy in work and Good performance
* Good team leader and Good in Job knowledge
* Strong strategic planning skills with commitment to results.

**COMPUTER SKILLS:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | * Diploma in **Technical Analyst (Equity & Derivatives)** from **Mideast Investment Pvt Ltd**, * Hyderabad-INDIA * Diploma in Computer Application Ms Office from Oxford Institute Hyderabad A.P India * Diploma in Accounting Packages **(Tally ERP9, Focus, Wings & Peachtree)** from   **AMERICAN ACCOUNTING SCHOOL** | | |
| ***Trader in Equity & Futures and Back Office Operator (M.B.A Finance) CURRICULUM VITAE*** | |  |  | |
|  | |  |  | |
| **PERSONAL DETAILS:** | |  |  | |
| Name : Shaik  Date of Birth : 15-Mar-1987  Marital status : Married  Religion : Muslim  Nationality : Indian  Visa Status : Visit Visa | |  |  | |
|  | |  |  | |
|  | |  |  | |



**DECLARATION:**

I assure that I will be sincerer towards learning and delivering my utmost caliber for the growth of organization. I hereby declare that the above-mentioned are true as best of my knowledge

Place:

Date:

**(SHAIK)**