**MAYANK**

Mayank.382232@2freemail.com

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**Objective**: To make my career in Management, Operations, Financial Management, Accounts, Sales and Investment related areas and contribute in organization success, Utilizing and improving my expertise and experience.

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**Core Strength and Skills :**Branch Operations,Team Handling,Branch Audit,Financial Management,Financial Analysis,Account Administration,Account Reconcilement,Audit, Client Relationship & Services, Client Acquisition & Retention,Computer Skills,Cash Handling,Implementaion of Management Decisions,Coordination between Head Office and Branches,Cash Management,Revenue Enhancement .

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**Academic Qualification**: M. Com. From University Of Rajasthan B.Com. From University Of Rajasthan

 Higher Secondary from RBSE

 Secondary from RBSE

**Computer Skills**: Ms Word, Excel,MS Office,Power Point,Internet,Good working

Knowledge of computer.

**Favorite Games & Hobbies**: Sudoku,Net Surfing.

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**Experience:**

**Stock Holding Corporation of India Ltd.** May 2010 to Jan 2018. Executive

I was responsible for Operations,Accounting/Financial activities,Team Leading,Advisory, Client Services,Equity/F&O Dealing and Trading,IPO/FPO,Debentures,Fixed

Deposits, Risk Management, Depository Works,eStamping & eRegistraion Fees, Pension Schemes,Client Fund Settlement etc.Andmonthly branch audit also.

– During this period i have transfered to Accounts Department as a Regional

Accountant.That time i was handling entire region’s account activities of ISA,Corporate,e-Stamping and e-Registration Fees.Coordination between Head Office and Branches, Daily-Monthly & Quarterly basis reconciliation alongwith Quarterly and Yearly Audit of Region's. Including eStamping Govt Remittance also.Reporting to Regional Manager with reports.- During this period i have awarded for **STAR PERFORMER AWARD** for hardwork, excellency and timely work completion.

During this period i have passed :

BSE’s Certification in Capital Market

NISM's Depository Operation Module

CDSL’s Certification in Depository Operation

NSDL’s Certification in Depository Operation

**Mittal Securities** July,2008 to April,2010 Operation Exe. Cum Dealer

I was responsible for Equity & F&O Dealing,Using hedging and arbitrage In F&O and cash segment, Equity Advisory,IPO/FPO, Mutual Fund,Demat services, Client advisory and related services etc.

During tenure i have passed :

AMFI Certification (Mutual Fund Advisor Module)

**IDBI Capital Market Services Ltd.** Dec.2007 to June 2008 PCG Dealer

I was responsible for Equity/F&O Dealing in offline and online segment on behalf of

clients,dormant client activation,Investment advisory,client services with back office related support & services.

**Hem Securities Ltd.** July 2005 to Nov.2007 BSE Executive (Dealer cum Operation)

I am Responsible for Equity Dealing / Advise and Back office Acct. - Preparation of ucc files of NSE’s Cash segment and F&O segment, Settlement of ucc penalty bills. Closeout - Shortage confirmations and others back office acct. related works and IPO work also.

During tenure i have Passed :

NSE’s Commodity Market Module (NCFM Comodity Dealer Module)

**Bhargava Lodha Stock Brokers P.Ltd.** Aug.2004-July 2005 Equity Dealer cum Acct. Asst.

During tenure i was responsible for BSE/NSE Dealing,NCDEX’s, and MCX’s Commodity

Dealing on behalf of clients & back office operation and IPO also.

During this period i have passed :

NSE’s Certification in Capital Market (NCFM Dealer Module)

NSE’s Certification in Derivative Market Module(NCFM Derivative Core Module)

**ICICI Prudential Life Insurance Co. Ltd.** Feb.2003-Feb.2005 Insurance Advisor

Selling of Insurance Products in Retail Market.

During This Period I have achieved **RACE AWARD** by ICICI PRUDENTIAL.

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**Personal Details**:

D.O.B.: 25 Sept. 1982

Language Known: Hindi, English

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