**A-403, jAY sONA aPT nO. 4,**

**dEVCHaND nAGAR,**

**bHAYANDAR (WEST). tHANE-401101.**

**eMAIL id:** [nidhi.shah54@gmail.com](mailto:nidhi.shah54@gmail.com) **PHONE:9920891189.**

**NidhI VijaykumaR sHah**

**CAREER OBJECTIVE**

**“Real generosity toward the Future consists in giving all to what is Present.”**

**To pursue a challenging and simulating research opportunity, extend the existent body of knowledge and address obstacles that have progress.**

**WORK EXPERIENCE**

* **NATIONAL STOCK EXCHAGE OF INDIA (Nse.IT)**
* **Duration: 16TH OCTOBER 2014 to PRESENT**
* **Designation: CUSTOMER SERVICE EXECUTIVE cum CONSULTANT**

**JOB PROFILE:**

**Attending calls and Handling Queries regarding NSE.IT’S Trading Platform NOW, its website and Mobile Application for Trading.**

**Handling queries related to RISK MANAGEMENT features on the Trading Platform NOW.**

**Making calls to Trading Members or Brokers, informing them about NOW’s New Version and updates of NOW.**

**Giving Training/Demo of NOW as a Trading Platform, to Members, Brokers and Dealers at their Office.**

**Handling Documentation queries for Activation of NOW for new Members of NSE.**

* **KOTAK SECURITIES Ltd.**
* **DURATION: 10th DECEMBER 2010 to 11TH MAY 2012**
* **DESIGNATION: PRODUCT EXECUTIVE cum EQUITY DEALER**

**JOB PROFILE:**

* + **Activating dormant clients(Data generated by the in house database team)**
  + **Placing orders on behalf of the clients in the derivatives and the capital markets**
  + **Going through the various recommendations of the research desk and trading on the same as per the clients risk appetite**
  + **Keeping a track of the overall open positions of the mapped clients and conveying the latest updates of the same accordingly to the client**
  + **Assisting the clients in building a sound portfolio through the in house recommendations**
  + **Selling prepaid brokerage products as part of revenue maximization goal**
  + **Coordinating with the back office for service queries**

**EDUCATIONAL QUALIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Degree** | **Institute/ University** | **Year Of Passing** | **Percentage/CGPA** |
| **B. A (Economics)** | **Bhavans College,**  **MumbaiUniversity** | **March 2010** | **45.55%** |
| **H.S.C.** | **Bhavans College,**  **MumbaiUniversity** | **Feb 2007** | **54.73%** |
| **S.S.C.** | **The Don Bosco School**  **Maharashtra state Board** | **March 2005** | **57.73%** |

**Additional Qualification:**

**NISM Series VII: Securities Operations and Risk Management Certification**

**NCFM: Derivatives Market (Dealers) Module Certification. Valid through: Jan 21st 2016.**

**NCFM: Capital Market (Dealers) Module Certification.**

**achievements**

* **2011 - Certificate of Excellence – Third Party Dealing**
* **2012 - Certificate of achievement – Best Reactivation Agent**

**PERSONAL skills/INTERESTS**

* **Comprehensive problem solving abilities, good verbal communication skills, ability to deal with people diplomatically, willingness to learn and to do hard work.**
* **Interacting with people.**
* **Cooking, and Dancing.**
* **Exploring new places, traveling.**

**PERSONAL DETAILS**

**Date of Birth: November 01, 1989**

**Marital Status: Single**

**Languages known: English, Hindi, Gujarati.**

**Place: Mumbai**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**

**NIDHI SHAH**