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Keshav Puram Mobile: 9811619973

Delhi-110035 **Gitesh Kumar**

**SUMMARY**

Outstanding management professional with extensive experience of developing client relationships. Deliver exceptional results through business development, client management and operations planning. Good communicator & people manager.

Deft in creating and sustaining a dynamic environment that fosters the development opportunities and motivates the high performance amongst the team members. Possesses excellent leadership, problem solving & client management skills.

**Area of Expertise**

* Identifying, developing and implementing best practice that increases performance.
* Sales Strategies/ Tactics and Business Development.
* Knowledge and experience of procurement processes, procedures, and policy setting.
* Experience of working in complex structures.
* Developing business relationship through referral networking.
* Able to take tough decisions and sustain momentum, pushing for timely action.

**Career History**

Nov 2005 – Sep 2006 & Now since Aug 2007**: Sharekhan Limited (**India’s leading online retail broking house**)** Designated asan **Asst Manager,** New Delhi.

* Performing the role of Area Manager and Looking after Branches and Business Partners (Operational & Business Development activities) under Cluster.

**Duties**

* Manage Equity, Commodity and Currency market operations.
* Develop and maintain a network in the Business partner’s community to enhance the visibility of the product sales (Equity Trading & Demat A/c, Mutual Fund, LAS – Loan against Securities, NBFC, PMS, Commodity, Currency A/c’s) and ensure compliance adherence.
* Manage Risk & Compliance actions and stay with management guidelines.
* Taking care for the Business development activities/ Product Acquisition by selling, closing, servicing & expanding the customer base within an assigned territory.
* Regular meeting with Business Partners / Clients and took initiative in Business Seminars.
* Managing DP (Depository) operations, Settlement process and KYC’s processing.
* Taking care for the Reconciliation of clients trades.
* Provide training to the Branch employees and Business Partners.
* Build a strong referral source for new potential business.
* Determine and execute appropriate sales strategies in accordance with the operational targets.
* Initiating Legal Action and adhere to the internal principles.
* Attend IGRP and Arbitration hearings to settle the client’s disputes.
* Regular monitoring of the portfolio to identify any risk due to market movements,
* Implementing new operational processes and procedures.
* Creating awareness across teams and manage operational incident under cluster branches & Business partners.
* Build and maintain effective relationship with customers.
* Solving disputes and complaints in a professional manner and within guidelines.
* Mapping, providing limit to the clients and monitoring the exposure.
* When appropriate, provide operational cover for Regional Manager.
* Audit, MIS Reporting.

Oct 2006 – July 2007: **Religare Securities Ltd** (A leading securities firm), **Head Office** as an **Executive**, New Delhi.

# Trainings Undertaken

* Propmart Technologies Ltd – Home Loan Sales.
* LIC - Insurance.

**Certification in Financial Markets**

* NISM Series V-A Mutual Fund Distributors Certification Examination (AMFI).
* NISM Series VI Depository Operations
* NISM Series VII Securities Operations and Risk Management.
* NISM Currency Derivatives.
* NCFM: Derivatives Market Module.
* NCFM: Capital Market Module.
* NCFM: Commodities Market Module.
* CDSL - Depository Operations Module (DP).
* NCFM: NSDL - Depository Operations Module (DP).

# Professional Qualification

* MBA (PGDBA) from Symbiosis (SCDL).
* 2-Year course in Computer Software from CMC Computer Education, New Delhi.

**Academic Qualification**

* B.Com from Delhi University, Delhi.
* 12th (Commerce with Math) passed out from CBSE, Delhi.

# Curricular Activities

* State level Badminton championship.
* Runners up at High-Tech Quiz contest.

# Personal Profile

* Father’s Name : Mr. Shyamlal Chauhan.
* Date of Birth : (08/04/1983).
* Marital Status : Married.
* Hobbies and Interest: Playing Chess, Watching News channels, Listening to Music, Playing Cricket.
* Typing Speed : 50 WPM.