

JIGAR SHAH

CAREER OBJECTIVE

While working in responsible roles during past **9** years, I gained, demonstrated and delivered responsibilities. Now, I am logically seeking forward to attain next level of professional and personal growth by joining growth cultured organization where my versatility aspects are recognized and applied for the operational efficiency of the organization.

SUMMARY - PROFESSIONAL PROFILE

- Qualified **Master Degree** in **Commerce** and **Business Administration**
- Extensive experience in Operation, Client Relation, Compliance and Administration in Finance and Banking sector
- Excellent Communication and Interpersonal Skills
- Committed Professional Attitude
- Focused on Delivering a High standard of Quality work
- Proven ability to succeed in a High pressure environment
- Proven ability to meet targets & tight deadlines
- MS Office, Internet and Email as IT Skills

QUALIFICATIONS

Degree	Institute	Year	Score
MBA	IIBM (Accredited by D&B, CII)	2013	A+ Grade (Distinction)
M.COM	Gujarat University	2009	2 nd Class
B.COM	Gujarat University	2007	1 st Class
HSC	GSHEB	2004	Distinction
SSC	GSEB	2002	Distinction

ADDITIONAL QUALIFICATIONS

Also completed certification program in **NSDL Depository Operations** (NISM-SEBI), **BSE** Certification in Financial Market and Currently Pursuing **Corporate Governance** (Inst. of Company Secretary of India) and **Risk Management & Investment Banking** (NISM-SEBI)

WORK EXPERIENCE

May, 2007 – Present Stock Holding Corporation of India Ltd – SHCIL
Sr Executive - Operations and E-Stamping

(India's premier Custodian and Largest Depository, an IFCI Undertaking)

- *Supervision, Performance and successful Implementation of **e-Stamping** (Judicial and Non Judicial) at District and Sessions Court, Chief Metropolitan Court, Dist.Collector office, and All Sub Registrar offices across Ahmedabad*
- *Supervision, Performance and Co-ordination of Depository and Capital Market Operation at Branch level including Document verification and KYC System process flow, Account Opening, Trade capture & Settlement and timely reporting for various Pay-In obligations.*
- *Accounting – Setting off Client Account opening charges and Waivers for Billings, along with Delivery Instruction Slip Authorization.*
- *Day-to-Day working operations. Co-ordination for timely Execution of Audit compliance checks with minimal adverse comments towards Internal & Regulatory Audit Work rest to NSDL/CDSL and timely reporting to the Senior Management.*

2006 – 2007 UAE Exchange

*I was engaged with the company as an **Officer** - Operations (Currency & Money Transfer) and managed the Daily Operations.*

Yours Faithfully

Jigar Shah