



# Devendra Jadav

**Major:** Finance **Minor:** Marketing

**MBA FULL TIME 2012-14**

Date of Birth: - 21/10/1991

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Ghatlodia, Ahmedabad-380061.

## **CAREER OBJECTIVE**

To seek a challenging position and to dedicate my service to a reputed organization to expose my talents and skills

## **WORK EXPERIENCE**

Senior analyst at S & P global market intelligence From Aug 2015

**Business title:** Data Researcher II

**Functional title:** Content analyst

### **Responsibilities:-**

- Make a comprehensive report from the document filed by the company with the accounting knowledge
- Understand the working of the dataset, be aware of the workflows and have good working knowledge of work tools
- Stay abreast of updated guidelines and policies
- Deliver as per pre-defined team targets
- Add/edit data as per process guidelines
- Fix errors as per quality feedback within specified time and report back after completion
- Extract and validate required information using search tools, press releases and websites
- High consciousness towards attention to detail; drive and commitment towards delivering high-quality service
- Daily reporting of work performed during the day in the reporting tools
- Timely and appropriate response to emails from co-workers & seniors
- Participate in team activities
- Work on new projects as assigned from time to time as per Company requirements

Assistant Acquisition Manager at Kotak Mahindra Bank Ltd from Sep 2014 – Aug 2015

Assistant Accountant at P K Jain & Associate (CA firm) from Jan 2011 - Feb 2012

## **SUMMER INTERNSHIP**

Company name: ICICI Securities Ltd

Job Profile: Finance

Project Title: Study on IFA/IA

**Learning:-**

- Got a brief knowledge about the Capital Markets
- Got brief idea about financial products
- Understanding of the market
- The perception of the financial advisors
- How to deal with the prospects of the company
- Why advisors are not choosing ICICI Securities

**EDUCATION**

| Qualification | Institute                         | Year of examination | Percentage/<br>CGPA |
|---------------|-----------------------------------|---------------------|---------------------|
| MBA           | B K School of Business Management | 2014                | 3.24                |
| B.COM         | R J Tibrewal Commerce Collage     | 2012                | 58.33%              |
| HSC           | Nutan Vidhya Vihar High school    | 2009                | 79.29%              |
| SSC           | Gnanda High School                | 2007                | 69.85%              |

**GRAND PROJECTS**

A study of Financial Investment Options available to Individual Investors in Gujarat State with special reference to Ahmedabad City

**ACADEMIC PROJECTS**

10th August 2012 – 15th August 2012 at Big Bazaar ( Future Value Retail ), Ahmedabad. -Completed 6-days project during “Sabse Saste 6 Din-Maha Bachat.”

**ACHIEVEMENTS**

- Promoted as senior financial analyst from financial analyst.
- Employee of the quarter for Jan to Mar 2016 in S & P Global Market Intelligence.
- Employee of the month for Feb 2016 in S & P Global Market Intelligence.
- Employee of the month for Nov 2014 in Kotak Mahindra Bank Ltd
- Employee of the month for Dec 2014 in Kotak Mahindra Bank Ltd
- Exemplary performance in “IFA Premier League” organized by ICICI Securities Ltd
- Successfully organized a blood donation camp with YUVA UNSTOPPABLE in summer

**EXTRA-CURRICULAR ACTIVITIES**

Associate with YUVA UNSTOPPABLE (NGO) as a volunteer since Feb 2013

**Learning:-**

- Leadership skill
- Responsibility management
- Flexibility
- Relationship management

## **SKILLS**

### **Hard skills**

- Proficiency in Gujarati, Hindi, English language
- Competence for Tally7.2, Tally 9.0, Tally 9.0 ERP
- Competence for KDK software (for fill IT return)
- Knowledge of SPSS & Minitab

### **Soft skills**

- Motivated team player
- Strong communication skills
- Organizational skills
- Analytical skills
- Reliable, responsible, committed

## **INTERESTS**

Watching movies  
Reading books  
Listening music