

Bharat Chawla

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Education:

National Institute of Securities Market

NISM-Series-XV: Research Analyst Certified 2023

Edubridge, Mumbai — Certification in Investment Banking Operation

August 2022 -January 2023

A six month program to further my Education in Investment Banking. Studies Included: Underwriting, Valuation, Risk Management, Financial markets, Stock evaluation, Financial capital, Value investing, Capital and Money Market, Indian Stock and Securities Market, Derivative Analysis, Modeling and forecasting Knowledge of regulations covering securities and M&As

Narsee Monjee Institute of Management — PGDM in Operation Management

April 2020 - May 2022

Post Diploma in Operation Management. Studies Included: Area of management concerned with designing and controlling the process of production and redesigning business operations.

NIIT- Institute for Finance, Banking and Insurance—PGDM in Banking And Finance

July 2018 - August 2019

One Year Program to get dept of all aspects of banking and finance, insurance, investment, risk management, KYC Compliance , Anti-money Laundering ,computer application, IT and more.

GLS University, Ahmedabad — BBA in Finance

March 2013 - April 2016

Bachelor of Business Administration with a strong foundation in business courses and advanced courses for specific concentrations.

Nelson English School, Ahmedabad — Higher Secondary

April 2011 - March 2013

Completed class of higher secondary with focus in Commerce

Work Experience

Kotak Mahindra Bank, Ahmedabad, GJ

10/2019 - 09/2022

Assistant Manager: Operation Team Member

KYC Document verification 811 Accounts and saving accounts

STP State through process , Corporate salary, Consumer Durables account, Fullkyc account and OTP wallets.

Service request processing and executing

Monitor daily operations to ensure a free flow process, and also supervise the execution of daily tasks

Develop and enforce sound policies and structures for the growth of the company

Collaborate with heads of other units to develop best practices for successful banking operations

Delegate tasks to members of the operations team.

Preparing statements and reports

Collaborating with other teams and departments

Performing administrative tasks, such as making phone calls.
KYC Document verification 811 Accounts and saving accounts
STP State through process , Corporate salary, Consumer Durables account, Fullkyc account and OTP wallets.
Service request processing and executing

Clinical Excell Computech (CEC) Prahladnagar, Ahmedabad
Talent Acquisition Specialist

12/2018 - 06/2019

Recruiting experience, understanding the opening, sourcing the right candidate, technical interviews, negotiations, closing the deal and maintaining the relationship with candidate.
Initial screening and profile matching with reference to Educational Qualification, Total Experience, Relevant Skill sets, Communication skills.
Responsible for choosing the candidates as compared with clients' requirements to ensure their qualifications meet open positions
Utilized internet based recruiting tools, such as Monster.com, and Carrerbuilder.com.
Experienced with W2, Corp to Corp, Contracts and 1099

Shruti Plastics, Raipur Ahmedabad
Assistant

06/2016 – 11/2018

Purchase and Sales order Generation.
Processed orders (including internal) in a variety of areas such as export and
Maintaining inventory in excel sheets.
Supported other departments as required.

Additional Skills:

Proficient in MS Office
Finacle,.net, Siebel, Analytical thinking, Problem solving ,Attention to detail,
Flexibility

Interest:

Learning new skills ,Cooking and Cycling.
All the above information is true as per best of my knowledge.