

LOREM IPSUM

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Seeking assignments in Teaching / Lecturing with a growth oriented organisation

Executive Summary

- ⇒ A dynamic professional with **6 months** of experience in the areas of Sales & Marketing, Business Development, Portfolio Management, Client Relationship and Team Management.
- ⇒ Last associated with **Dawnay Day AV, Delhi as Relationship Manager – Investment Advisory Group.**
- ⇒ Abilities in **coaching the students** by using interactive discussions to help students learn and get a better understanding of the concerned subject.
- ⇒ Exposure in identifying & adopting emerging trends & addressing industry requirements to achieve organisational objectives.
- ⇒ **Certifications:** NCFM Capital Market (Dealer) Module; NCFM Derivative Market (Dealer) Module and AMFI.
- ⇒ Strong analytical and organisational abilities; possess a flexible & detailed oriented attitude.
- ⇒ Adaptable and a quick learner; possess skills to work under pressure.

Domain Skills

Functional Skills:

- ⇒ Classroom Management
- ⇒ Student- Centred Learning
- ⇒ Cooperative Learning
- ⇒ Student Assessment
- ⇒ Interactive Learning
- ⇒ Multicultural Learning

Technical Skills:

- ⇒ Researching various **teaching methods**, information about students with special needs, and keeping abreast of **teaching methodologies**.
- ⇒ Designing, developing and **customizing teaching curriculum** for the students.
- ⇒ Recognizing, respecting & nurturing the creative potential of students and **responding to all classroom queries** in a spontaneous manner.
- ⇒ Preparing **time-tables, exercises, questionnaires and assignments** for students at various levels; assisting & counselling students in the financial operations.
- ⇒ Fostering a **healthy learning atmosphere in class** and responding to all classroom queries in a spontaneous manner.

Organisational Scan

Dawnay Day AV, Delhi
Relationship Manager – Investment Advisory Group

Jun'08-Aug'08

Key Deliverables:

- ⇒ Executing the long term business directions of the region to ensure maximum profitability in line with organisational objectives.
- ⇒ Analysing business potential, conceptualising & implementing strategies to drive sales, augment turnover and achieve desired targets.
- ⇒ Creating financial plans as per financial goals, income & expenses of the clients and monitoring them on regular basis.

Bajaj Capital Pvt. Ltd., Bangalore
Assistant Relationship Manager - Wealth Management Group

Mar'08-May'08

Key Deliverables:

- ⇒ Handling client portfolios, advising and updating them about investments opportunities on regular basis.
- ⇒ Developing financial plans for the clients as per their financial goals, income & expenses.
- ⇒ Responsible for portfolio management using Crisil software and updating clients' information on the same