

BINDIYA VAKHARIA

vakhariabindiya27@gmail.com | (226)-989-7000 | Kitchener, ON | www.linkedin.com/in/bindiya-vakharia/

SUMMARY AND QUALIFICATIONS

A goal-oriented and passionate CSC-Certified finance graduate with a professional attitude and an experience in customer service, administration, and equity research. Seeking to fulfill a position to utilize my knowledge of banking, financial products and services and provide value-added services to customers.

- Extensive knowledge of global financial markets, cash handling, accounting, and customer support.
- Skillful experience with NaviPlan, CanTax and MS Office Suite (Word, Excel, PowerPoint).
- Exemplary interpersonal skills with a great understanding of client relationship management.
- Ability to work in a fast-paced environment with time management and organisational skills.
- Expert in research and problem-solving with attention to detail.

EXPERIENCE

Equity Research Intern

May 2021 – Jan 2022

Jainam Broking Limited

Surat, India

- Successfully introduced and presented new investment opportunity REITs to 130+ investors by conducting detailed fundamental research on Indian REITs.
- Published 5 educational videos on [Right Issue](#), [Bonus Issue](#), [Share Buyback](#), [Stock Split](#) and [Ex-Date & Record Date](#) on Jainam Broking YouTube channel to increase investor knowledge regarding commonly used terms in Equity investing.
- Conducted equity research on individual companies using valuations, volatility models and financial ratios.
- Took initiative to maintain client investment records.
- Provided support to the Senior Equity Research Analyst in the areas of fundamental analysis and investment recommendations in the financial markets.
- Analysed individual companies and performed sector/company-specific research (Mid & Small Cap).

Front Office Administrator

Jan 2021 – Apr 2021

Mugatlal B. & Sons

Surat, India

- Received orders from clients via phone or email while maximizing the possibilities to develop rapport.
- Handled payment processing duties, provided invoices, and maintained records of sales using MS Excel.
- Provided professional and high-quality services to clients by timely responding to their inquiries and offering satisfactory solutions to their complaints, concerns and resolving client issues.
- Collaborated with the purchase team on inventory availability, lead time and pricing.
- Followed up with clients regarding documentation and reporting and received feedbacks.

Store Associate

Jul 2020 – Dec 2020

Shoppers Stop

Surat, India

- Managed cash register, payment transaction processes and packing of merchandise for in-store and online order dispatches.
- Responsible for planning, conceptualizing, and communicating in-store and window display.
- Applied organizational skills to stock and rotate products regularly based on seasonal changes.

EDUCATION

Business Analytics

Sep 2023 – Present

Conestoga College, Kitchener, ON

Financial Planning Services

Sep 2022 – Apr 2023

Conestoga College, Kitchener, ON

Bachelor of Business Administration – Finance

Jul 2017 – Sep 2020

Veer Narmad South Gujarat University, India

CERTIFICATIONS

Canadian Securities Course, CSI (Overall: 83.5%)

Jul 2023

Certification in Financial Markets, Yale University/Coursera

Dec 2021