

SOURAV MALIK

E-mail: sourav.malik06@gmail.com | Phone: +91 9999003493

Address: B-2B, Vijay Nagar, Single Storey, Delhi - 110009

SUMMARY

- Dynamic, self-motivated and result-oriented professional seeking opportunity to make a positive impact in Wealth Management and Investment Advisory
- MBA graduate from SRCC with over 2 years of professional experience
- Detail-oriented and reliable individual with outstanding record of accomplishment in providing customer service to internal & external corporate clients
- Enthusiastic professional possessing the acumen and skills necessary to transform, grow, and bring value to any organization

KEY COMPETENCIES

- ❖ Vendor & Client Relationship Management
- ❖ Market Research & Analysis
- ❖ Decision Making & Problem Solving
- ❖ Working Knowledge of Financial Products-Derivatives, SIP & Mutual Fund etc.
- ❖ Strong Communication and Interpersonal skills
- ❖ Leadership/Team Development
- ❖ Budgeting Allocation

WORK EXPERIENCE

NTL Lemnis India Pvt. Ltd.

06/15-Present

Management Trainee – Marketing and Finance

My contribution as Marketer

Creative & brand Communication development

- Collaborate and coordinate with Advertising agency for designing marketing communication plan and other elements for artworks & adaptations
- Develop marketing communication material including internal newsletters, press releases, product sheets, brochures, magazines for internal employees, corporate clients and company partners/vendors

Corporate Events & Sponsorship

- Responsible for planning, organizing, and managing internal and external corporate events
- Design and implement effective campaigns and events like dealer and retailer meet, for branding and promotion of products/offering. Successfully handled two Mega Retail Events till date, which resulted in 50% increase in sales from the respective zones.

Budget Planning & Expense control

- Plan and manage promotional budget for various marketing activities
- Responsible for book keeping of company merchandise and creative including catalogues, brochures, Newsletter & Dealer schemes etc
- Handle marketing accounts involving bill receiving, analyzing, and clearance at all level

Business Development

- Draft proposal and budget for potential clients
- Responsible for maintaining excellent client relationships
- Responsible for serving as single point of contact for client's queries

My Contribution as a Financial Auditor

MIS Reporting

- Assist in generation of Daily and Monthly MIS reports(Purchase reports, Sales report, Cash Flow, BS and PL)
- Develop and maintain standard operating documents(SOPs) on internal processes, bank reporting workflow, and account structures

Accounting/Account Management

- Responsible for handling Banking Vertical; handling all payments with 100% accuracy and maintaining all records and entries on daily basis
- Handling Cash Flow of INR 10 Million within such a short span
- Maintaining FDR and BG of around INR 3 Million
- Maintain good relationship with various banks to facilitate daily tasks over phone communication only thereby saving manpower and complex paper work

- Responsible for handling Personal Income Tax deduction queries and concerns of employees
- Provide daily cash flow update to CFO, giving major inputs on managing day to day liquidity

Relationship management

- Collaborate with Tax /Legal and outside Counsel, on banking resolutions and other legal documentation
- Assist in managing bank relationships - quarterly reviews, documentation management and maintain issue tracker.
- Assist in generating and analyzing various reports, schedules, etc. to summarize findings and draw conclusions to make recommendations to businesses, partners and project teams
- Coordinate funding discussions and meeting with intercompany accounting, tax, legal, finance and business

Punjab National Bank

06/14-08/14

Summer Intern - Treasury Management at Treasury Division, BKC, Mumbai

- Conducted risk and liquidity analysis ensuring liquidity of the bank is at a comfortable level (on a daily basis)
- Prepared Equity Research Report to help front desk Equity Traders
- Conducted research on Derivatives-Futures and Options Pricing and others hedging techniques for Risk Management
- Actively involved in learning valuation techniques and Corporate Finance while working at the Treasury Division

A&A FinCon Private Limited

02/14-04/14

Winter Intern - Live Project

- Assisted in formulating Market Entry Strategy, to help company diversify into Packaged Rice industry
- Conducted in depth market research involving both primary and secondary research methods
- Crafted effective search strategies and gathered relevant information and data by leveraging a broad set of resources such as, the Internet, Print Media, external research organizations

Aon Hewitt

08/10-10/12

Processor Advanced

- Audited transactions and calculating financial benefits paid to the employees
- Worked on several projects for process improvement and regulation
- Mentored and supervised new team members

PROJECTS UNDERTAKEN

- | | |
|--------------------------------------|--|
| ❖ Value Streamline Mapping | ❖ Compliance Review Team Analysis |
| ❖ Direct Communication Client Review | ❖ Volunteer -“CRY” -“YOU READ THEY LEARN |
-

EDUCATION

Post Graduation Diploma in Global Business Operations

2013-2015

Shri Ram College of Commerce, University of Delhi

Bachelor of Economics Honours

2007-2010

Satyawati College, University of Delhi

High School

2004 - 2005

S.S.L.T Gujarat Senior Secondary School

Matriculation

2002 - 2003

S.S.L.T Gujarat Senior Secondary School

AWARDS & ACCOLADES

- Won 1st Runner up award for **ICICI Stock MIND - Season II** college round 2013-2014
 - Secured Certification in Investment Analysis and Portfolio Management from **NCFM**
 - Awarded Certificate of Appreciation for commendable performance as Placement team member
 - Won Tier-2 Award for best performance within one year in Aon Hewitt
 - Won Premium Team Award for CRT project in Aon Hewitt
 - Represented college cricket team in many tournaments
-