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KHUSHBOO KHATWANI

SKILLS

Javascript, React, HTML, CSS, Git, Atlassian JIRA, MS Office

EXPERIENCE

Self Learning — *Front End Developer*

FEB' 22 - PRESENT

- Learned new skills like HTML, CSS, Javascript, React, Git online.
- Created a few projects - Cloud Hosting website with CSS animation and Responsiveness, Survey form, Technical document, Parallax Effect, Landing Page, Tours, Review Card, Star Wars Character Generator, Calculator, Analog Clock etc.
- Portfolio Link - [portfolio](#)

INDwealth, Gurugram, India — *Sr. Ops Executive*

INDwealth (now known as INDmoney) is a fin-tech company which has created one AI driven umbrella app for managing user's money across investments, loans, taxes and expenses.

FEB' 19 - FEB' 20

- Executing mutual funds transaction requests received from clients.
- Assisting cross-department relationship managers in resolving corresponding client queries by varied means of transaction processing, product purchase, payment assistance, documentation, other misc. services.
- Individually worked on Portfolio Management Service and provided comprehensive assistance to all the clients.

- Reporting customer faced application issues in JIRA, coordinating for resolutions.
- Suggesting solutions for automating most of the backend processes of internal company portal and app, for faster execution and quick redressal of grievances.

Capital League, Gurugram, India

Capital League is an independent wealth management firm which manages user's investment portfolio and suggests investment options as per individual need.

NOV' 17 - FEB' 19 - *Associate Research*

- Dealing with 3rd party brokers for products such as Bonds, FDs', PMS, MF.
- Preparing products' proposals for the clients and coordinating with them for documentation and discrepancies.
- Creating funds based models every quarter and using this model, suggesting the best performing fund to the client.

FEB' 16 - NOV' 17 - *Associate Operations*

- In-charge for record keeping of all transactions executed over the day.
- Tracking each MF transaction the next day to ensure it has been smoothly processed.
- Supporting customers in MF form fill up and coordinating with various AMCs for form execution.
- Providing end to end customer support.

EDUCATION

IIFP, Bharathidasan University — MBA (Finance)

2014 - 2016, New Delhi, India

CSIT, Swami Vivekanand Technical University — BE (Elec. & Telecomm.)

2010 - 2014, Durg, India